# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **September 28, 2010** | | | AGENDA ITEM NO.: 1 |
| CONSENT: | REGULAR: | WORK SESSION: **X** | CLOSED SESSION: (Confidential) |
| ACTION: | | INFORMATION: **X** | |

ITEM TITLE: **Briefing by Region 2000 Partnership Officials**

RECOMMENDATION: N/A

SUMMARY: Gary Christie, Executive Director of the Virginia's Region 2000 Local Government Council, and Bryan David, Executive Director of the Virginia's Region 2000 Economic Development Council, have asked for time on Council's work session agenda to provide an update on the activities of the Region 2000 Partnership.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): None

REVIEWED BY: lkp

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# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 28, 2010** AGENDA ITEM NO.: 2

CONSENT: REGULAR: WORK SESSION: **X** CLOSED SESSION: (Confidential)

ACTION: INFORMATION: **X**

ITEM TITLE: **Update on Stormwater Management Initiative**

RECOMMENDATION: No action required.

SUMMARY: Utilities Director Tim Mitchell and CSO Program Manager Jeff Scarano will update Council on the work of the Stormwater Advisory Committee (SWAC). The attachments provide background information.

PRIOR ACTION(S): July 13, 2010 Council work session presentation.

FISCAL IMPACT: N/A

CONTACT(S): Tim Mitchell, 455-4252; Jeff Scarano, 455-4281

ATTACHMENT(S): SWAC Presentation

REVIEWED BY: lkp

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City of Lynchburg
# Stormwater Management

## Stormwater Advisory Committee

***September 28, 2010***

***Work Session***

# Estimated Annual Program Cost for Stormwater Management (based on FY11)

| Primary Stormwater Program Costs | Program Management | Regulatory Services | Operation & Maintenance | Capital Improvements | Totals |
|---|---|---|---|---|---|
| **Utilities** | | | | | |
| *Non-Departmental* | $19,000 | | | | **$19,000** |
| *Stormwater System Maintenance* | $162,000 | | $234,000 | | **$396,000** |
| **Public Works** | | | | | |
| *Streets* | | $30,000 | $642,000 | | **$672,000** |
| *Engineering* | $139,000 | $4,000 | | | **$143,000** |
| *Parks / Grounds* | | $4,000 | $96,000 | | **$100,000** |
| *Refuse* | | $5,000 | $174,000 | | **$179,000** |
| **Community Development** | | | | | |
| *Zoning and Natural Resources* | | $166,000 | | | **$166,000** |
| *Inspections/Code Enforcement* | | $26,000 | | | **$26,000** |
| *GIS* | $22,000 | | | | **$22,000** |
| **Parks & Recreation** | | $45,000 | | | **$45,000** |
| **Soil and Water Conservation District** | | $10,000 | | | **$10,000** |
| **Capital Improvements** | | | | $554,000 | **$554,000** |
| **SUBTOTALS** | **$342,000** | **$290,000** | **$1,146,000** | **$554,000** | **$2,332,000** |

| Other Storm-Related Program Costs | Program Management | Regulatory Services | Operation & Maintenance | Capital Improvements | Totals |
|---|---|---|---|---|---|
| *Loose Leaf Collection* | | | $319,000 | | **$319,000** |
| *Transportation Capital Projects* | | | | $1,340,000 | **$1,340,000** |
| **SUBTOTALS** | **$0** | **$0** | **$319,000** | **$1,340,000** | **$1,659,000** |

# How is Level of Service (LOS) Defined for Stormwater?

**LOS**

**Customer Expectations**

**Regulatory Requirements**

- Erosion
- Water Quality
- Flood protection
- Safety
- Aesthetics

**<u>Important Questions Regarding Stormwater Level of Service</u>**

1. Regulations define the minimum, but should we do more?
2. Citizens' choice, but how much $$?

- **VPDES Rules**
- **VA Impaired Waters**
- **TMDLs**
- **FEMA Floodplain**

# Level of Service Evaluation: Summary

| *Level of Service* | *Program Management* | *Regulatory Compliance* | *Operation and Maintenance* | *Capital Improvement Projects* |
|---|---|---|---|---|
| 5 | Comprehensive Planning & Full Implementation Capabilities | Exemplary Permit Compliance | Fully Preventative/ 100% Routine | Prioritized / Fully-Funded |
| 4 | Pro-Active Planning & Systematic CIP Implementation Capabilities | Pro-Active Permit Compliance | Mixture of Routine and Inspection Based | Phased Implementation / Allocated Budgets |
| 3 | Priority Planning & Partial CIP Implementation Capabilities | Minimal Permit Compliance | Mixture of Inspection and Responsive Based | Complaint, Inspection-Based / Moderate Budget |
| 2 | Reactionary Planning & Minimal CIP Implementation Capabilities | Below Minimum Permit Compliance | Responsive Only | Critical Needs Only / Minimum Budget |
| 1 | No Planning & No CIP Implementation Capabilities | Non-Compliance | Non-Responsive | No Planning / No Budget |

*Note:* *denotes CDM level of service determination for given program area*

# How Can the City Improve Its Level of Service for Stormwater Management?

- **Increase knowledge base of system** with inventory, condition assessment, and basin planning
- **Routine and preventative maintenance** of the stormwater collection and conveyance system
- **Prioritize capital improvements** based on projected need and goals for stormwater level of service

# Future Level of Service Cost Summary

## Example Costs for Levels of Service w/o Chesapeake Bay

| *Level of Service* | *Program Management* | *Regulatory Compliance* | *Operation and Maintenance* | *Capital Improvement Projects* | *Total Program Cost* |
|---|---|---|---|---|---|
| 5 | $1,137,000 | $828,000 | $1,712,000 | $854,000 | $4,531,000 |
| | Comprehensive Planning & Full Implementation Capabilities | Exemplary Permit Compliance | Fully Preventative/ 100% Routine | Prioritized / Fully-Funded | |
| 4 | $790,000 | $530,000 | $1,487,000 | $754,000 | $3,561,000 |
| | Pro-Active Planning & Systematic CIP Implementation Capabilities | Pro-Active Permit Compliance | Mixture of Routine and Inspection Based | Phased Implementation / Allocated Budgets | |
| 3 | $551,000 | $384,000 | $1,262,000 | $654,000 | $2,851,000 |
| | Priority Planning & Partial CIP Implementation Capabilities | Full Permit Compliance | Mixture of Inspection and Responsive Based | Complaint, Inspection-Based / Moderate Budget | |
| Existing LOS (2.5) | $342,000 | $290,000 | $1,146,000 | $554,000 | $2,332,000 |
| | Well-Trained, In-House Staff Minimal Long Range Planning | Minimum Permit Compliance Resources At Capacity | Limited Routine Activities Lack of Dedicated Resources | Critical Needs Only / Minimum Budget | |

# Update on Chesapeake Bay TMDL

- Virginia submitted DRAFT plan to EPA
  - Urban Stormwater sector focus through 2017 on expansion of Nutrient Trading Program and Nutrient Management Plan
  - Meet target pollutant reductions for Urban Stormwater sector by 2025
    - Will require significant urban retrofits
    - Contingent upon study of James River
- Multiple Cities Working on Cost Impacts
- Range of Total Capital Cost by 2025 for Lynchburg based on current Bay model: **$300 million to $900 million**

# Initial SWAC Feedback on Future LOS

- What is the most appropriate level of service for the City of Lynchburg?*
  - Program Management 4.4
  - Regulatory Compliance 3.0
  - O&M 3.4
  - CIP 3.5

**Overall: 3.5**

- How would you prioritize the areas of the City's stormwater management program?*
  - #1: Program Management
  - #2: O&M
  - #3: CIP
  - #4: Regulatory Compliance

* Based on average of four SWAC break-out groups

# Existing Stormwater Funding

## City of Lynchburg – Adopted 2011 Budget

Total City Revenues and Expenditures:
$314,000,000

### Existing Stormwater Program Funding Sources

| | |
|---|---|
| • General property taxes | $ 1,261,000 |
| • VDOT State Funds | $ 656,000 |
| • Charges for Services (utility) | $ 415,000 |
| • Total | $ 2,332,000 |

# Potential Program Funding Options with Existing Sources of Funding

| | Existing | LOS 4 | Minimum TMDL |
|---|---|---|---|
| General property taxes | $ 1,261,000 | $ 2,490,000 | $ TBD |
| VDOT State Funds | $ 656,000 | $ 656,000 | $ 0 |
| Charges for Services (utility) | $ 415,000 | $ 415,000 | $ 0 |
| Total | $ 2,332,000 | $ 3,561,000 | $ TBD |

| | | | |
|---|---|---|---|
| •Equivalent tax rate | $0.025 per $100 | $0.048 per $100 | |
| •Equivalent tax rate increase over existing rate ($1.05) | 0% | 2.2% | TBD% |

# Funding Mechanisms

*Primary Funding*

1. Fund with General Fund dollars. (Current funding source for most City operations)
2. Make the program user funded.

*Secondary Funding*

1. Use Grants and Loans.
2. Issue Bonds.
3. Levy Special Assessments.
4. Assess Development/ Impact Fees.
5. Others.

# Primary Funding Options for Consideration – *A First Cut*

*Tax-Based Systems*

- #1 – Status Quo – (i.e. reallocation of existing revenue)
- #2 – Increase Tax Rate

*Dedicated Stormwater User Fee*

- #3 – Equivalent Residential Unit Basis [ERU]
- #4 – Single Family Unit Basis [Tiered Residential - SFU]
- #5 – Equivalent Hydraulic Area Basis [EHA]

*Combinations*

- #6 – Property Tax + General Budget
- #7 – User Fee + General Budget

# Status Quo

*(Reallocation of existing revenue)*

- Advantages
  - No additional financial impact on citizens
- Disadvantages
  - Potential loss of other services
  - Long-term deterioration of storm sewer system and impaired performance of existing system
  - Major capital investment requirements would not be accomplished
  - Increased risk of US EPA/VDCR fine City for non-compliance

# Increase Tax Rate

- Advantages
  - Provides additional revenue for stormwater program
  - Stable source of revenue
  - Maintain existing billing/collection process
  - Can be tax deductible for businesses

- Disadvantages
  - Only taxable properties pay
  - Not linked to stormwater needs/requirements
  - Equity concern between residential and non-residential properties
  - Potential financial impact to citizens
  - Would represent a significant change in City policy

# What is a Stormwater User Fee?

- Enterprise Fund Similar to Water, Wastewater, Electric Utilities
- Dedicated Funding through User Fee
- Fee Related to Needs or Services Provided
- Needs and Services Correspond to the Impervious Surface on a Property

# Dedicated Stormwater User Fee

- Advantages
  - Equitable – charge to payer is in proportion to the contribution to stormwater runoff burden (typical proxy is impervious area)
  - Stable source of revenue
  - Linked to stormwater needs/requirements
  - Can incentivize the use of best management practices on-site

- Disadvantages
  - New source of funding
  - Potential financial impact to citizens including traditionally tax-exempt properties

# Example Impervious Area Calculation

## Using Equivalent Residential Unit Approach

- **Single Family Dwelling**
  - Imp. Area = 2,176 sq. ft.
  - ERUs = 1

- Non-Residential
  - Imp. Area = 681,000 sq. ft.
  - ERUs = 681,000/2,176 = 313

# Dedicated Stormwater Funding Programs in Virginia

- 15 programs have dedicated funding
  - 13 are fee-based
  - 2 are tax-based
- 3 programs have pending user fee programs
- 2 programs are currently evaluating funding options

| City/County | Population | Funding |
|---|---|---|
| Fairfax County | 1,015,302 | Implemented |
| Virginia Beach | 435,619 | Implemented |
| Prince William County | 379,166 | Implemented |
| Loudoun County | 301,171 | Implemented |
| Henrico County | 296,415 | Feasibility |
| Norfolk ★ | 229,112 | Implemented |
| Chesapeake | 220,560 | Implemented |
| Arlington County | 217,483 | Implemented |
| Richmond ★ | 192,913 | Implemented |
| Newport News ★ | 178,281 | Implemented |
| Hampton ★ | 145,017 | Implemented |
| Alexandria | 143,885 | Implemented |
| Portsmouth ★ | 101,377 | Implemented |
| Roanoke ★ | 91,552 | Pending |
| Suffolk | 81,071 | Implemented |
| Lynchburg ★ | 72,000 | Feasibility |
| James City County | 63,735 | Implemented |
| Charlottesville ★ | 41,487 | Pending |
| Staunton ★ | 23,853 | Implemented |
| Colonial Heights | 17,768 | Pending |

★ - Virginia First City

# SWAC Process and Schedule

- Stormwater Management Overview: May 20 – 6:00 p.m.
- Program Components & Expenditures: June 24 - 6:00 p.m.
- Level of Service Analysis & Alternatives: July 15 – 6:00 p.m.
- Future Cost and Stormwater Funding Options: September 16 - 6:00 p.m.
- Revenue Scenarios: October 21 - 6:00 p.m.
- Review Recommendations: November 18 - 6:00 p.m.
- Evaluate/Modify Recommendations for Council: December 16 - 6:00 p.m.
- Finalize Recommendations for Council: January 20, 2011 - 6:00 p.m.

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **September 28, 2010** | | | AGENDA ITEM NO.: 3 |
| CONSENT: | REGULAR: | WORK SESSION: **X** | CLOSED SESSION: (Confidential) |
| ACTION: **X** | | INFORMATION: | |

ITEM TITLE: **Community Development Block Grant (CDBG) Allocation Process**

RECOMMENDATION: Discuss the CDBG allocation process and direct staff to proceed with reviewing and/or amending the City's Five-Year Consolidated Plan (Attachment A, pages 6-7), if necessary, and amending the Citizen Participation Plan.

SUMMARY: On February 24, 2009, City Council received a concept paper regarding a restructuring of the CDBG and HOME Program (Attachment B).

► The following principles were identified in the concept paper to guide the discussion:
  - CDBG and HOME funds are resources from the Federal government provided to the City for purposes established by law and regulation. The City should utilize the funds to advance priority goals identified through public participation and adopted by City Council.
  - Funds must be utilized in strict compliance with HUD regulations.
  - Funds for salaries and other administrative or annual operating expenses should be minimized, leaving more resources for specific targeted activities.
  - The use of sub-recipients should be kept to a minimum to achieve objectives contained in the Five-Year Consolidated and Annual Action Plans.

► In general, the CDBG/HOME Program Restructuring Concept Paper suggested the following:
  - City Council should provide broad programmatic policy guidance regarding the use of funds.
  - Funds should be used on infrastructure and targeted capital investments toward improving inner City neighborhoods (sidewalk repair, replacement, or installation; curb and gutter improvements, street lights, infill housing, rehabilitation, etc.)

► In addition, it was proposed that the annual priority for the use of CDBG funds should be as follows:
  - City administrative costs (20% maximum, shared with the Housing Authority)
  - Housing Authority spot blight and rental rehabilitation programs
  - Payments on the Section 108 (Bluffwalk) loan, if necessary
  - Other programs as determined by City Council after input from the Community Development Advisory Committee and the public to include capital projects in eligible areas, physical improvements in neighborhoods, property acquisition, weatherization, etc.

► City Council agreed at its June 24, 2008 work session to fund, through the annual budget process, the administrative costs related to the spot blight and rental rehabilitation programs of the LRHA:
  - LRHA was to be listed as an "External Service Provider" for these programs with CDBG as the source of funding.
  - This will be a priority for the annual use of CDBG funds.

Following a presentation by staff on potential options for restructuring (Attachment A, pages 7-8), City Council focused their September 10, 2010 Retreat discussion on phasing-out the maximum allocation of 15% of CDBG funds to public service activities over a two-year period. In FY 2012 (July 1, 2011-June 30, 2012) a 10% allocation would be available for allocation to public service activities. Beginning in FY 2013 CDBG funds are proposed to be totally allocated to City projects, programs, and administration; and, Lynchburg Redevelopment and Housing Authority (LRHA) programs and administration that support the City's Five-Year Consolidated Plan.

No significant changes are proposed for the HOME program allocation process.

If City Council proceeds with their focus from the Council Retreat, the next steps will be to review and possibly revise the Consolidated Plan and amend the Citizens Participation Plan.

The role of the Community Development Advisory Committee (CDAC) will change as the new process evolves. Future CDAC involvement may be limited to allocation of HOME Program funds.

PRIOR ACTION(S): February 24, 2009 Work Session Discussion
June 24, 2008 Work Session Discussion
September 10, 2010 City Council Retreat Discussion

FISCAL IMPACT: Shifting the focus of funding to City and LRHA programs and projects would provide some relief to the City's capital improvement program.

CONTACTS: Bonnie Svrcek, Deputy City Manager and Acting Director of Community Development/455-3900
Melva Walker, Grants Manager/455-3916

ATTACHMENT(S): Attachment A: Consideration of Restructuring the Community Development Block Grant and HOME Program (from September 10, 2010 Council Retreat)

Attachment B: February 24, 2009 Work Session Agenda Item Summary and Meeting Minutes

Attachment C: Details of Past Ten Years of CDBG Allocations

REVIEWED BY: lkp

# Consideration of Restructuring the Community Development Block Grant and HOME Program

City Council Retreat
September 10, 2010

1

## Background

- On February 24, 2009 Council received a report regarding a restructuring of the CDBG and HOME programs (copy attached)
- The following principles were identified to guide the discussion:
  - CDBG and HOME funds are resources from the Federal government provided to the City for purposes established by law and regulation. The City should utilize the funds to advance priority goals identified through public participation and adopted by City Council.

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## Principles (continued)

- Funds must be utilized in strict compliance with HUD regulations.
- Funds for salaries and other administrative or annual operating expenses should be minimized, leaving more resources for specific targeted activities.
- The use of sub-recipients should be kept to a minimum to achieve objectives contained in the Consolidated and Annual Action Plans.

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## In general....

- City Council should provide broad programmatic policy guidance regarding the use of funds.
- It was suggested that funds be used on infrastructure and targeted capital investments toward improving inner City neighborhoods (sidewalk repair, replacement, or installation; curb and gutter improvements, street lights, infill housing, rehabilitation, etc.)

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## CDBG Concepts

- It was proposed that the annual priority for the use of CDBG funds should be as follows:
  - City administrative costs (20% maximum, shared with the Housing Authority)
  - Housing Authority spot blight and rental rehabilitation programs
  - Payments on the Section 108 (Bluffwalk) loan if necessary
  - Other programs as determined by City Council after input from the Community Development Advisory Committee and the public to include capital projects in eligible areas, physical improvements in neighborhoods, property acquisition, weatherization, etc.

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## Lynchburg Redevelopment and Housing Authority (LRHA)

- City Council agreed at its June 24, 2008 work session to fund, through the annual budget process, the administrative costs related to the spot blight and rental rehabilitation programs of the LRHA
- LRHA was to be listed as an "External Service Provider" for these programs with CDBG as the source of funding.
- This will be a priority for the annual use of CDBG funds.

*Note: This has not yet occurred as part of the annual budget process.*

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# HOME Concepts

- HOME funds should be used to advance goals and priorities identified through the public participation process convened by CDAC and adopted by Council in the Consolidated and Annual Action Plans.
- Activities could include new construction, home ownership programs and substantial rehabilitation of vacant structures in identified neighborhoods.
- The City and LRHA will work together on eligible projects in partnership with other housing partners.
- Agreed upon procedures and responsibilities will need to be developed to accomplish effective oversight.

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# Council Action – February 24, 2009

- From the minutes....
  - "The majority of Council Members agreed that the process needed to be restructured and many of them liked the idea of focusing the funds on infrastructure needs and targeted neighborhood improvement programs. Council Member Johnson explained that Council still needed to be mindful of those non-profit organizations that have relied on CDBG and HOME funds in the past when communicating the proposed change in the process. Following discussion, the majority of Council Members showed support regarding the proposed restructuring of the CDBG and HOME programs."

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## CDBG National Objectives

- Very broadly, CDBG funds must:
  - Benefit low and moderate income persons
  - Eliminate slum/blight
  - Respond to an urgent need

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## HOME Program Rules

- The HOME Program supports four housing programs:
  - Homeowner Rehabilitation
  - Homebuyer (downpayment assistance)
  - Rental Development (new or rehabilitation)
  - Rental Subsidy

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# City of Lynchburg
# Five –year Consolidated Plan Goals

(*adopted 1/26/2010)*

- The Community Development Advisory Committee (CDAC) supports the allocation of funds to achieve measurable results for both public and non-public services.
- The primary objective of the CDBG program is to continue to develop viable urban communities through decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons; the City of Lynchburg supports assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

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# Housing Goals

1. Increase the number of owner-occupied units.
2. Rehabilitate substandard housing units. Emphasis is to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
3. Support initiatives to increase permanent affordable rental and housing ownership opportunities.
4. Support programs that assist individuals in retaining their homes in challenging economic times.

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# Non-Housing Goals

1. Eliminate neighborhood deterioration, blight and blighting influences.
2. Support the organized efforts in neighborhoods to leverage their resources to improve and sustain community livability and services.
3. Support economic development efforts which will expand job opportunities and retention.
4. Promote activities which support the healthy development of the City's at-risk youth, adults and families.

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# Summary of Options for Use of CDBG Funds

| | Description | Pros | Cons | Notes |
|---|---|---|---|---|
| **Option 1** | Retain 85% of CDBG funds for City Administration, CIP projects, and Housing Authority; and, 15% for public service initiatives that support Consolidated and Annual Action Plan Goals | ➢ Takes some financial pressure off General Fund<br>➢ Promotes redevelopment in underserved areas<br>➢ Reduces sub-recipient monitoring for HUD compliance<br>➢ Continues support for public service agencies | ➢ Continues onerous application process for funding<br>➢ Supports perceived inequities in allocation process<br>➢ Reduces the role of the CDAC Committee to allocate the 15% to public service initiatives | ➢ Council might want to consider a minimum grant award for public service agencies<br>➢ Council might want to consider a two-year phased approach to reducing support to agencies<br><br>For example:<br>FY 2012: 60% Admin-CIP LRHA/25% non-public service/15% public service<br>FY 2013: 75% Admin CIP-LRHA/10% non-public service/15% public service<br>FY 2014: 100% Admin-CIP-LRHA<br>➢ *Citizen Participation Plan* needs streamlining particularly regarding advertising requirements and timelines |

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# Summary of Options for Use of CDBG Funds

| | Description | Pros | Cons | Notes |
|---|---|---|---|---|
| **Option 2** | Continue current practice (application process) of allocating 85% to eligible applicants, including City administration, and 15% dedicated to public service agencies that Support Consolidated and Annual Action Plan Goals | ➢ Supports the continuation of serving various housing and non-profit agencies for persons in low-moderate income areas<br>➢ Supports a large pool of eligible applicants | ➢ Continues onerous application process for funding<br>➢ Supports perceived inequities in allocation process<br>➢ More difficult to identify quantifiable results<br>➢ Continues the role of CDAC as currently structured<br>➢ Does not relieve any pressure on General Fund<br>➢ Requires significant staff support | ➢ Council might want to consider a minimum grant award for public service agencies<br>➢ *Citizen Participation Plan* needs streamlining particularly regarding advertising requirements and timelines |

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# Summary of Options for Use of CDBG Funds

| | Description | Pros | Cons | Notes |
|---|---|---|---|---|
| **Option 3** | Retain 100% of CDBG funds for CIP projects that support Consolidated and Annual Action Plan Goals and to support LRHA spot blight and rental rehabilitation programs | ➢ Takes some financial pressure off General Fund<br>➢ Promotes redevelopment in underserved areas<br>➢ Supports Council's commitment to the Housing Authority | ➢ Eliminates support for public service agencies<br>➢ Eliminates the role of the Community Development Advisory Committee (CDAC) | ➢Council might want to consider a two-year phased approach to reducing support to agencies<br><br>For example:<br>FY 2012: 60% Admin-CIP-LRHA/25% non-public service/15% public service<br>FY 2013: 75% Admin CIP-LRHA/10% non-public service/15% public service<br>FY 2014: 100% Admin-CIP-LRHA<br><br>➢*Citizen Participation Plan* needs streamlining particularly regarding advertising requirements and timelines |

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## FY 2011-2015 CIP Projects that Are/Were Eligible to be CDBG Funded

| | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 |
|---|---|---|---|---|---|
| Fifth Street Phases II and III (CDBG) | $ 392,987 | $196,493 | $ - | $ - | $ - |
| Dearing Neighborhood Street Street Improvements (Bond) | $ - | $ - | $ - | $ 565,900 | $ - |
| Downtown Riverfront Development (General Fund) | $ 500,000 | $500,000 | $1,000,000 | $1,000,000 | $1,000,000 |
| Daniels Hill Neighborhood Center Renovation (Bond) | $ - | $ - | $ 175,000 | $ - | $ - |
| Yoder Center Site Renovation (General Fund) | $ 80,000 | $ - | $ - | $ - | $ - |
| Diamond Hill Center Renovation (General Fund) | $ 139,426 | $ - | $ - | $ - | $ - |
| Total | $1,112,413 | $696,493 | $1,175,000 | $1,565,900 | $1,000,000 |

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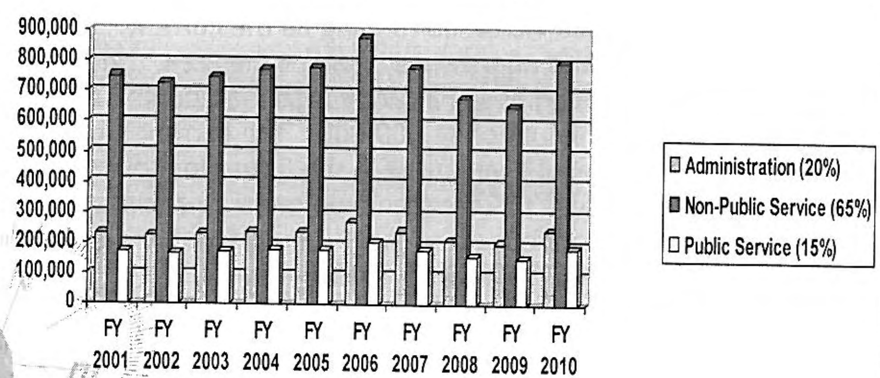
## History of What Could Have Been (Option 1)

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# History of What Could Have Been (Option 1)

| | FY 2001 | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 | FY 2007 | FY 2008 | FY 2009 | FY 2010 & FY 2010 ARRA |
|---|---|---|---|---|---|---|---|---|---|---|
| Administration (20%) | $231,052 | $223,554 | $230,639 | $237,597 | $239,901 | $270,442 | $241,193 | $209,169 | $201,529 | $246,497 |
| Non-Public Service (65%) | 750,920 | 726,550 | 749,576 | 772,188 | 779,679 | 878,935 | 783,877 | 679,797 | 654,971 | 801,114 |
| Public Service (15%) | 173,289 | 167,665 | 172,979 | 178,197 | 179,926 | 202,831 | 180,895 | 156,8761 | 151,147 | 184,872 |
| Total | $1,155,261 | $1,117,769 | $1,153,194 | $1,187,982 | $1,199,506 | $1,352,208 | $1,205,965 | $1,045,842 | $1,007,647 | $1,232,483 |

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# Housing Initiative

- Housing programs in the City are fragmented and lack focus
- City is recruiting a Planner position that has database and analytical skills to focus on "connecting the dots" regarding housing (as well as planning and historical preservation skills)
- Stronger partnership with LRHA
- Housing Virginia Initiative – Community/Stakeholder engagement to create a Housing Collaborative with strong City leadership
- Much work to be done!

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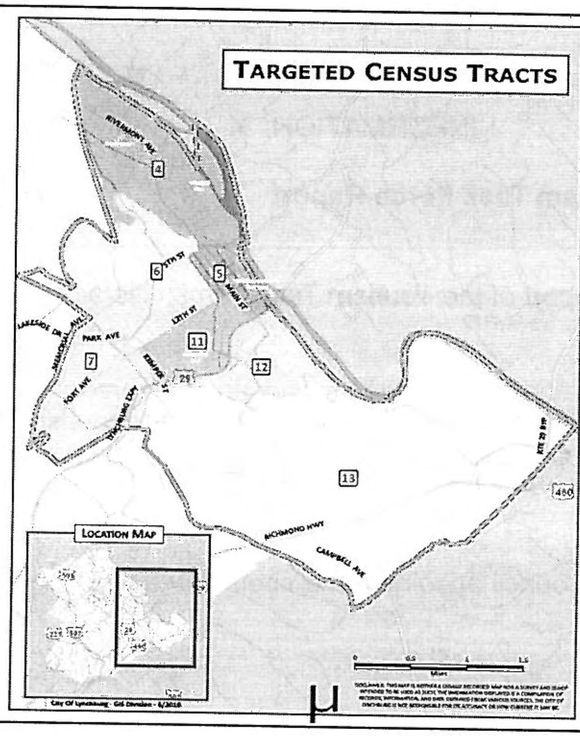


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# Council Discussion and Direction

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# LYNCHBURG CITY COUNCIL
Attachment B

## Agenda Item Summary

MEETING DATE: **February 24, 2009, Work Session**

AGENDA ITEM NO.: 2

CONSENT:

REGULAR: **X**

CLOSED SESSION:
(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Community Development Block Grant (CDBG) and HOME Program Restructuring**

RECOMMENDATION: Receive a report on a fundamental restructuring of the Community Development Block Grant (CDBG) and HOME programs.

SUMMARY: At the September 23, 2008 Work Session, City Council discussed the appropriateness of considering a fundamental restructuring of the City's utilization of CDBG and HOME program funds. Council agreed that such a restructuring should be considered and on November 11, 2008 took the initial step of adopting a revised Citizen Participation Plan. The attached concept paper is intended to advance the discussion about restructuring the CDBG and HOME programs.

Once this proposal is discussed with the Community Development Advisory Committee (CDAC) and its input received, Council will have to formally incorporate the restructured programs into the appropriate HUD required documents.

PRIOR ACTION(S): Adoption of a revised Citizen Participation Plan on November 11, 2008.

FISCAL IMPACT: N/A

CONTACT(S): Charlene Bryce Montford – 455-3902

ATTACHMENT(S): CDBG/HOME Programs Restructuring Concept Paper

REVIEWED BY: lkp

**CITY OF LYNCHBURG**

**CDBG/HOME Programs Restructuring**

**Concept Paper**

During its September 23, 2008 work session City Council discussed the appropriateness of considering a fundamental restructuring of the City's utilization of CDBG and HOME program funds. Council agreed that such a restructuring should be considered and subsequently took the initial step of adopting a revised Citizen Participation Plan. This concept paper is intended to advance the discussion about restructuring the CDBG and HOME programs.

The following principles are proposed to guide the discussion:

- CDBG and HOME funds are resources from the Federal government provided to the City for purposes established by law and regulation. Within those constraints the City should utilize the funds to advance specific priority goals identified through public participation and adopted by City Council.

- CDBG and HOME funds must be utilized in strict compliance with Department of Housing and Urban Development (HUD) regulations.

- The use of CDBG and HOME funds for salaries and other administrative or annual operating expenses should be minimized, leaving more resources for specific targeted activities.

- The use of subrecipients should be kept to the minimum necessary to achieve objectives contained in the Five Year Consolidated Plan and the Annual Action Plan.

Starting in Fiscal Year 2010 the annual CDBG/HOME allocation process should coincide with the City's annual budget process. The opportunity for public comment on the proposed allocation of CDBG and HOME funds should be provided at the same time as the annual City Budget Public Hearing.

Moving forward, City Council should provide broad programmatic policy guidance regarding the use of CDBG and HOME funds. For example, it is suggested that the funds should be focused on infrastructure and targeted capital investments toward improving inner city neighborhoods. If Council approved such a policy, the Community Development Advisory Committee (CDAC) should be tasked with developing a revised Five Year Consolidated Plan of implementation. The plan would identify eligible neighborhoods and desirable improvements or projects (e.g. sidewalk repair, replacement or installation, curb and gutter, street lights, infill housing, rehabilitation, etc.) to be carried out during the five-year planning period. In future years, early in the annual budget process, the CDAC should convene a series of public meetings in eligible neighborhoods to seek input on the use of CDBG and HOME funds for specific projects, consistent with the Consolidated Plan, to improve conditions in those neighborhoods. CDAC would then make recommendations to Council of the projects to be selected for inclusion in the Annual Action Plan.

## CDBG

City Council, at its work session of June 24, 2008, agreed to fund, through the annual budget process, the administrative costs related to the spot blight and rental rehabilitation programs of the Lynchburg Redevelopment and Housing Authority (LRHA). LRHA will be listed as an "External Service Provider" and the source of funding for its services will be CDBG. Accordingly, this will be a priority for the annual use of CDBG funds.

It is proposed that the annual priority for the use of CDBG funds should be as follows:

1. City administrative costs (20% maximum, shared with LRHA).
2. LRHA spot blight and rental rehabilitation programs.
3. Payments on the Section 108 HUD loan, if necessary.
4. Other programs as determined by City Council after input from the CDAC and the public to include: capital projects in eligible areas, physical improvements in neighborhoods, property acquisition, weatherization, etc.

Programs identified under item #4 above would be managed through LRHA in partnership with the City. Other agencies could be engaged by LRHA to fulfill program objectives. The responsibilities for oversight, documentation and regulatory compliance will remain with the City.

For Fiscal Year 2010 it is proposed that CDBG funds described under item #4 above should be allocated to the Fifth Street improvements. This will allow the necessary time for the development of a revised Consolidated Plan focusing on neighborhood improvement programs.

## HOME

As with CDBG funds, HOME funds should be utilized to advance goals and address priorities identified through the public participation process convened by the CDAC and adopted by Council in the Consolidated Plan and Annual Action Plans. Activities could include new construction, home ownership programs, and substantial rehabilitation of vacant structures in identified neighborhoods.

The City and LRHA will work together on eligible projects, as approved by City Council, to oversee those projects in partnership with other agencies, including Community Housing Development Organizations (CHDO's). The City and LRHA will have to develop agreed upon procedures and responsibilities to accomplish effective oversight.

At least fifteen percent (15%) of the annual HOME allocation must be allocated to CHDO's for eligible activities. Ten percent (10%) will be allocated for program administration.

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// A regular meeting of the Council of the City of Lynchburg was held on the 24th day of February, 2009, at 1:00 P.M., Council Chamber, City Hall, Joan F. Foster, President, presiding. The purpose of the meeting was to conduct a work session regarding several items. The following Members were present:

Present: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Absent: 0

// Prior to the meeting, City Manager Kimball Payne provided Council Members with a copy of a potential list of City projects for the federal stimulus package.

// City Planner Tom Martin provided a brief overview regarding an ordinance to regulate large scale retail establishments. City Manager Kimball Payne explained that in order to facilitate Council's continuing discussion of the Zoning Ordinance amendment regarding "Large Scale Retail Establishments", also known as "The Big Box Ordinance", staff has prepared a draft ordinance that compiles individual comments received on the various provisions and provides a staff response. Council Member Helgeson stated that this is not the time to be adding more restrictions on developers, and that he is concerned that the ordinance will be adding barriers to new development. Council Member Helgeson went on to say that he also could not support an ordinance that would require developers to go through a process to build on property that they currently can build on by right, which to him would be taking away private property rights. Council Member Helgeson made a motion, seconded by Council Member Perrow, to table this matter indefinitely. Council Members Perrow and Garrett felt that the proposed ordinance is too broken to fix, that the City should instead consider developing guidelines for developers to follow, and questioned the need for such an ordinance especially since there are only five tracts of land in the City that could accommodate large scale retail establishments. Other Council Members felt that the ordinance would provide developers with clearly defined standards and thereby make the process more user-friendly and that it is important for the City to ensure good planning for the few tracts of land left in the City for large scale retail development. They argued that large scale developments do put a stress on the City's infrastructure, and that the City needs to have controls in place to address traffic, environmental impact, aesthetics, and compatibility with adjoining neighborhoods. The vote was called on the motion to table the matter indefinitely, and Council by the following recorded vote defeated the motion:

Ayes: Garrett, Helgeson, Perrow 3

Noes: Dodson, Gillette, Johnson, Foster 4

Council Members discussed changes to various sections of the proposed ordinance and following discussion the majority of Council Members agreed to the following changes: (1) that the definition of large scale retail establishment should be a cumulative gross floor area of seventy-five thousand (75,000) square feet or greater instead of fifty thousand (50,000) square feet; (2) that (b) and (c) under Section 35.1-43.24 should be deleted from the proposed ordinance; and (3) that the voluntary provisions should be stricken from the ordinance. Council Member also agreed that further discussion was needed regarding the mandatory provisions. Council Member Johnson made a motion, seconded by Council Member

Gillette, to schedule this item for further discussion at the April work session, and Council by the following recorded vote approved the motion:

Ayes: Dodson, Gillette, Johnson, Foster 4

Noes: Garrett, Helgeson, Perrow 3

// Director of Community Development Charlene Montford explained that at the September 23 work session, City Council discussed the appropriateness of considering a fundamental restructuring of the City's utilization of Community Development Block Grant (CDBG) and HOME program funds, and agreed that such a restructuring should be considered. Ms. Montford stated that City Council adopted a revised Citizen Participation Plan on November 11 and that a proposed program restructuring has been developed for Council consideration. Ms. Montford provided an overview regarding the proposed CDBG and HOME programs restructuring, as outlined in a Concept Paper previously furnished to Council Members. Ms. Montford informed that starting in Fiscal Year 2010 the annual CDBG/HOME allocation process should coincide with the City's annual budget process, and that the opportunity for public comment on the proposed allocation of CDBG and HOME funds should be provided at the same time as the annual City Budget public hearing. Ms. Montford went on to say that City Council should provide broad programmatic policy guidance regarding the use of CDBG and HOME funds, and that it is suggested that the funds should be focused on infrastructure and targeted capital investments toward improving inner city neighborhoods. Ms. Montford explained that if Council approved such a policy, the Community Development Advisory Committee (CDAC) would be tasked with developing a revised Five Year Consolidated Plan of implementation and that the plan would identify eligible neighborhoods and desirable improvements or projects (e.g. sidewalk repair, replacement or installation, curb and gutter, street lights, infill housing, rehabilitation, etc.) to be carried out during the five-year planning period. Ms. Montford explained that in future years, early in the annual budget process, the CDAC should convene a series of public meetings in eligible neighborhoods to seek input on the use of CDBG and HOME funds for specific projects, consistent with the Consolidated Plan, to improve conditions in those neighborhoods, and that CDAC would then make recommendations to Council of the projects to be selected for inclusion in the Annual Action Plan. Ms. Montford stated that as with CDBG funds, HOME funds should be utilized to advance goals and address priorities identified through the public participation process convened by CDAC and adopted by Council in the Consolidated Plan and Annual Action Plans, and that activities could include new construction, home ownership programs, and substantial rehabilitation of vacant structures in identified neighborhoods. Ms. Montford went on to say that the City and LRHA would work together on eligible projects, as approved by City Council, to oversee those projects in partnership with other agencies, including Community Housing Development Organizations (CHDO's). Ms. Montford stated that the City and LRHA will have to develop agreed upon procedures and responsibilities to accomplish effective oversight, but that at least fifteen percent (15%) of the annual HOME allocation must be allocated to CHDO's for eligible activities, and ten percent (10%) will be allocated for program administration. In response to questioning, City Manager Kimball Payne stated that the annual priority for the use of CDBG funds contained in the Concept Paper is the correct priority listing, i.e.:

1. City administrative costs (20% maximum, shared with LRHA).
2. LRHA spot blight and rental rehabilitation programs.
3. Payments on the Section 108 HUD loan, if necessary.
4. Other programs as determined by City Council after input from the CDAC and the public to include: capital projects in eligible areas, physical improvements in neighborhoods, property acquisition, weatherization, etc.

Programs identified under item #4 above would be managed through the Lynchburg Redevelopment and Housing Authority (LRHA) in partnership with the City, and that other agencies could be engaged by LRHA to fulfill program objectives and that the responsibilities for oversight, documentation and regulatory compliance will remain with the City. For Fiscal Year 2010 it is proposed that CDBG funds described under item #4 above should be allocated to the Fifth Street improvements in that this will allow the necessary time for the development of a revised Consolidated Plan focusing on neighborhood improvement programs. The majority of Council Members agreed that the process needed to be restructured and many of them liked the idea of focusing the funds on infrastructure needs and targeted neighborhood improvement programs. Council Member Johnson explained that Council still needed to be mindful of those non-profit organizations that have relied on CDBG and HOME funds in the past when communicating the proposed change in the process. Following discussion, the majority of Council Member showed support regarding the proposed restructuring of the CDBG and HOME programs.

// Jenni Knight, Brian Jones and Gabrielle Simmons, members of the Mayor's Youth Council, provided an overview regarding their attendance at the 2008 National League of Cities conference in Orlando, Florida. Following the presentation, the students distributed to Council Members a Policy Agenda tailored for the City's youth population. In response to questioning, the students stated that they raised the funds for the trip through bake sales, etcetera, and that their parents also contributed in order for them to attend the conference.

// Due to time constraints, City Council agreed to move Agenda Item #4, Water/Sewer Rate Study and Financial Projections, to the 5:00 p.m. meeting.

// The meeting was adjourned at 4:46 p.m.

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Clerk of Council

## Details of Past Ten Years of CDBG Allocations

| Twenty-Sixth Year (2000-2001) FY 2001 Project Name | CDBG Allocations | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Admin. (City) | $ 70,000 | | | | $ 70,000 |
| Technical Services (LRHA) | $ 108,282 | | | | $ 108,282 |
| Neighd. Initiatives (City) | $ 203,390 | | $ 203,390 | | |
| Housing Improv. Prog. (LYN-CAG) | $ 95,000 | | | $ 95,000 | |
| College Hill Acq. Prog. (LRHA) | $ 102,764 | | | $ 102,764 | |
| Housing Stabilization Prog. (City) | $ 75,000 | | | $ 75,000 | |
| Spot Blight Abatement/Acq. (LRHA) | $ 125,000 | | | $ 125,000 | |
| Repair Assistance Prog. (LHF) | $ 5,000 | | $ 5,000 | | |
| Children's Mus. (Amazement Sq.) | $ 10,000 | $ 10,000 | | | |
| Restoration Of Academy of Music (Academy of Music) | $ 20,000 | | $ 20,000 | | |
| The Legacy Mus. Of Af. Amer. Hist. (The Legacy Project) | $ 30,000 | $ 30,000 | | | |
| Jubilee Fam. Develop. Cent. | $ 50,000 | | $ 50,000 | | |
| YWCA Domestic Violence Prevent. Ctr. | $ 20,000 | $ 20,000 | | | |
| Historic White Rock Cem. Restor. (Historic White Rock Cem., Inc.) | $ 5,000 | $ 5,000 | | | |
| Martin Luther King, Jr. Ctr. (Lybg. Comm. Council) | $ 3,000 | $ 3,000 | | | |
| Improv. To Recreation Prog. (Dance Theatre/LNDF) | $ 5,000 | $ 5,000 | | | |
| Build. Prog./Site Dev. Infrastructure (Habitat) | $ 25,000 | | | $ 25,000 | |
| Ways to Work Program (Alliance for Fam. & Children) | $ 10,000 | $ 10,000 | | | |
| White Rock Hill Comm. Ctr. (White Rock Hill N.A.) | $ 10,000 | $ 10,000 | | | |
| YWCA Town Ctr. Rest. (YWCA of Central VA) | $ 5,000 | | $ 5,000 | | |
| Bedford Bldg. Renov. (ARC of Central VA.) | $ 10,000 | | $ 10,000 | | |
| The Gateway (New Land Sam. Inn) | $ 12,825 | $ 12,825 | | | |
| Amazement Sq. Renov. (Amazement Sq.) | $ 150,000 | | $ 150,000 | | |
| Miriam's House (Miriam's House) | $ 5,000 | $ 5,000 | | | |
| | | | | | |
| **TOTAL** | **$ 1,155,261** | **$ 110,825.00** | **$ 443,390.00** | **$ 422,764.00** | **$ 178,282.00** |

## Details of Past Ten Years of CDBG Allocations

| Twenty-Seventh Year (2001-2002) FY 2002 | | Public Service | Non Public | Housing | Administration |
|---|---|---|---|---|---|
| Project Name | CDBG Allocations | Activity | Service Activity | Activity | and Direct Costs |
| Program Admin. (City) | $ 67,000 | | | | $ 67,000 |
| Neighd. Initiatives (City) | $ 203,390 | | $ 203,390 | | |
| Downtown/Riverfront Redevelop. Proj. (City) | $ 50,000 | | $ 50,000 | | |
| Housing Stabilization Prog. (City) | $ 77,000 | | | $ 77,000 | |
| Fairview Hghts Comm. Ctr. Reno. | $ 34,000 | | $ 34,000 | | |
| Hill City Future Sports Prog. | $ 5,490 | $ 5,490 | | | |
| YWCA Town Ctr. Rest. | $ 5,490 | | $ 5,490 | | |
| Jubilee Fam. Dev. Ctr. (Cntrl VA. Mentoring Prog.) | $ 14,000 | $ 14,000 | | | |
| White Rock Cem. (Historic White Rock Cemetery, Inc.) | $ 5,000 | | $ 5,000 | | |
| White Rock Hill Neighd. Edu. Ctr. (White Rock Hill N.A.) | $ 5,000 | | $ 5,000 | | |
| Bedford Build. Renov. (Arc. Of Central VA) | $ 5,000 | | $ 5,000 | | |
| Ways to Work Prog. (Alliance for Fam. & Children) | $ 10,000 | $ 10,000 | | | |
| Academy of Music Rest. (Academy of Music) | $ 20,000 | | $ 20,000 | | |
| Gateway (New Land Sam. Inn) | $ 10,000 | $ 10,000 | | | |
| Legacy Mus. Of Af. Amer. Hist. (The Legacy Project, Inc.) | $ 20,000 | $ 20,000 | | | |
| Miriam's House (Miriam's House) | $ 10,000 | $ 10,000 | | | |
| YWCA Domestic Violence Prev. (YWCA) | $ 20,000 | $ 20,000 | | | |
| Housing Improv. Prog. (LYN-CAG) | $ 101,889 | | | $ 101,889 | |
| Technical Services (LRHA) | $ 121,228 | | | | $ 121,228 |
| College Hill Acq. (LRHA) | $ 76,392 | | | $ 76,392 | |
| Spot Blight Abatement/Acq. (LRHA) | $ 147,880 | | | $ 147,880 | |
| Maint. Of Acquired Prop. (LRHA) | $ 32,000 | | | $ 32,000 | |
| SELF Loan Prog. (Business Develop. Centre, Inc.) | $ 10,000 | | $ 10,000 | | |
| Rush Homes of Central VA. (Rush Lifetime Homes) | $ 5,000 | $ 5,000 | | | |
| Recreational Facility Develop. & Historic Preserv. (Dance Theatre) | $ 30,000 | | $ 30,000 | | |
| Improv. To Recreational Prog. (Dance Theatre) | $ 10,000 | $ 10,000 | | | |
| Building Prog./Inner City (Habitat) | $ 20,000 | | | $ 20,000 | |
| **TOTAL** | **$ 1,115,759** | **$ 104,490.00** | **$ 367,880.00** | **$ 455,161.00** | **$ 188,228.00** |

## Details of Past Ten Years of CDBG Allocations

### Twenty-Eighth Year (2002-2003) FY 2003

| Project Name | CDBG Allocations | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 62,000 | | | | $ 62,000 |
| Neighd. Initiatives (City) | $ 182,000 | | $ 182,000 | | |
| Fifth Street Project (Lead Paint) | $ 40,402 | | $ 40,402 | | |
| Housing Stabilization Program | $ 79,500 | | | $ 79,500 | |
| College Hill Comm. Center Upgrade (Parks & Recreation) | $ 10,000 | | $ 10,000 | | |
| YWCA Town Ctr. Rest. | $ 6,000 | | $ 6,000 | | |
| Bedford Bldg. Renov. (Arc. Of Central VA) | $ 30,000 | | $ 30,000 | | |
| Ways to Work Prog. (All. For Family & Children) | $ 20,000 | $ 20,000 | | | |
| Gateway (New Land Sam. Inn) | $ 10,000 | $ 10,000 | | | |
| Legacy Mus. Of Af. Amer. History (The Legacy Proj. Inc.) | $ 20,500 | $ 20,500 | | | |
| YWCA Domestic Violence Prevention Ctr. (YWCA) | $ 10,000 | $ 10,000 | | | |
| Housing Improv. Prog. (LYN-CAG) | $ 102,000 | | | $ 102,000 | |
| Technical Services (Direct & Admin.) (LRHA) | $ 120,663 | | | $ 120,663 | |
| College Hill Acq. (LRHA) | $ 85,090 | | | $ 85,090 | |
| Spot Blight Abatement/Acq. (LRHA) | $ 150,000 | | | $ 150,000 | |
| Main. Of Acquired Prop. (LRHA) | $ 33,600 | | | $ 33,600 | |
| Rush Homes of Central VA. (Rush Lifetime Homes) | $ 9,000 | $ 9,000 | | | |
| Improv. To Recreational Program (Dance Theater) | $ 15,000 | $ 15,000 | | | |
| Fellowship Comm. Outreach Ctr., Inc. (Fellowship Comm. Outreach Ctr.) | $ 20,177 | $ 20,177 | | | |
| The Playhouse Playground Proj. (Miriam's House) | $ 34,324 | $ 34,324 | | | |
| Lybg. Neighd. Invest. Fund | $ 55,000 | | | $ 55,000 | |
| Bldg. Renov. (Bethune Nursery Sch.) | $ 57,938 | | $ 57,938 | | |
| | | | | | |
| **TOTAL** | **$ 1,153,194** | **$ 139,001.00** | **$ 326,340.00** | **$ 625,853.00** | **$ 62,000.00** |

### Twenty-Ninth Year (2003-2004) FY 2004

| Project Name | CDBG Allocations | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 60,000 | | | | $ 60,000 |
| Neighborhood Initiatives (City) | $ 112,990 | | $ 112,990 | | |
| YWCA Town Ctr Rest. (YWCA) | $ 10,000 | | $ 10,000 | | |
| Ways to Work Program (Alliance for Families & Children) | $ 25,440 | $ 25,440 | | | |
| The Gateway (New Land Samaritan Inn) | $ 25,440 | $ 25,440 | | | |
| Legacy Museum of African American History (The Legacy Project, Inc.) | $ 11,448 | $ 11,448 | | | |
| YWCA Domestic Violence Prev (YWCA) | $ 17,808 | $ 17,808 | | | |
| Housing Improvement Prog (Lyn-Cag) | $ 150,000 | | | $ 150,000 | |
| Technical Services (Direct Costs and Administrative) (LRHA) | $ 130,529 | | | | $ 130,529 |
| College Hill Acquisition/Stabilization (LHRA) | $ 78,700 | | | $ 78,700 | |
| Spot Blight Abatement/Acquisition (LHRA) | $ 160,475 | | | $ 160,475 | |
| Maint. Of Acquired Properties (LHRA) | $ 51,510 | | | $ 51,510 | |
| Rush Homes of Central VA (Rush Lifetime Homes) | $ 7,632 | $ 7,632 | | | |
| Improvement to Rec Program (Dance Theater) | $ 19,504 | $ 19,504 | | | |
| Enhancing Special Needs Housing Opp. (Miriam's House) | $ 21,200 | $ 21,200 | | | |
| Lynchburg Community Loan Fund | $ 55,000 | | | $ 55,000 | |
| Downtown Wayfinding Signage System (Lynch's Landing) | $ 31,510 | | $ 31,510 | | |
| Seeds for Life Housing Rehab (Seeds for Life) | $ 66,478 | | | $ 66,478 | |
| Camp Kum-Ba-Yah Scholarship Assistance | $ 23,320 | $ 23,320 | | | |
| Rec Facility Dev & Preservation (Dance Theat) | $ 30,000 | | $ 30,000 | | |
| Sponsored Admissions & Inside-Out Outreach Prog. (Amazement Sq.) | $ 12,720 | $ 12,720 | | | |
| White Rock Hill After School Program (White Rock Hill Education Center) | $ 5,342 | $ 5,342 | | | |
| White Rock Summer Enrichment Camp | $ 5,936 | $ 5,936 | | | |
| Jubilee Occupational Outreach Prog & Feeder Prog. (Jubilee Family Dev Ctr) | $ 75,000 | | $ 75,000 | | |
| | | | | | |
| **Total** | **$ 1,187,982** | **$ 175,790.00** | **$ 259,500.00** | **$ 562,163.00** | **$ 190,529.00** |

## Details of Past Ten Years of CDBG Allocations

| Thirtieth Year (2004-2005) FY 2005<br>Project Name | CDBG Allocations | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 17,233 | | | | $ 17,233 |
| Neighborhood Initiatives (City) | $ 15,994 | | $ 15,994 | | |
| Neighborhood Initiatives, Inmate (City) | $ 66,506 | | $ 66,506 | | |
| Direct Costs/Admin. Acquistion/Rehab(LHRA) | $ 138,191 | | | | $ 138,191 |
| Housing Dev Assistance (LNDF) | $ 35,000 | | | $ 35,000 | |
| YWCA Town Ctr Rest (YWCA) | $ 37,002 | | $ 37,002 | | |
| Dance Theater Renovations | $ 30,000 | | $ 30,000 | | |
| Cabell Street Dependency (LHF) | $ 30,000 | | $ 30,000 | | |
| Housing Improvement Prog (Lyn-Cag) | $ 150,000 | | | $ 150,000 | |
| Daniel's Hill Acquisition (LHRA) | $ 150,000 | | | $ 150,000 | |
| Spot Blight Abatement/Acquisition (LHRA) | $ 64,480 | | | $ 64,480 | |
| Christmas in April Rehab Project | $ 80,000 | | | $ 80,000 | |
| Maint of Acquired Properties (LHRA) | $ 28,410 | | | $ 28,410 | |
| Downtown Wayfinding Signage System (Lynch's Landing) | $ 57,490 | | $ 57,490 | | |
| Roof Replacement ( VA University) | $ 40,000 | | $ 40,000 | | |
| Re-Installation of Elevator (Free Clinic) | $ 79,200 | | $ 79,200 | | |
| The Gateway (New Land Samaritan Inn) | $ 20,041 | $ 20,041 | | | |
| Legacy Museum of African American Hist (The Legacy Project) | $ 11,042 | $ 11,042 | | | |
| YWCA Domestic Violence Prevent. (YWCA) | $ 18,542 | $ 18,542 | | | |
| Rush Homes of Central VA | $ 9,542 | $ 9,542 | | | |
| Dance Theater Programs | $ 20,541 | $ 20,541 | | | |
| Enhancing Special Needs Housing (Miriam's) | $ 20,542 | $ 20,542 | | | |
| Camp Kum-Ba-Yah Scholarship Assistance | $ 20,542 | $ 20,542 | | | |
| Sponsored Admissions & Inside-Out Outreach Prog. (Amazement Sq) | $ 10,541 | $ 10,541 | | | |
| White Rock Hill After School Program (White Rock Hill Education Center) | $ 9,042 | $ 9,042 | | | |
| White Rock Summer Enrichment Camp | $ 8,542 | $ 8,542 | | | |
| College Hill Neighborhood School | $ 15,542 | $ 15,542 | | | |
| Job Readiness Training (New Land Jobs) | $ 15,541 | $ 15,541 | | | |
| | | | | | |
| **Total** | **$ 1,199,506** | **$ 180,000.00** | **$ 356,192.00** | **$ 507,890.00** | **$ 155,424.00** |

## Details of Past Ten Years of CDBG Allocations

### Thirty-First Year (2005-2006) FY 2006

| Project Name | CDBG Allocations | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 55,600 | | | | $ 55,600 |
| Lead Safe Lynchburg (City) | $ 60,000 | | | $ 60,000 | |
| Housing Code Enforcement (City) | $ 35,324 | | | $ 35,324 | |
| Amazement Square Outreach | $ 6,526 | $ 6,526 | | | |
| Camp Kum-Ba-Yah-Scholarships | $ 20,000 | $ 20,000 | | | |
| College Hill Neighborhood School | $ 12,974 | $ 12,974 | | | |
| Dance Theater | $ 10,000 | $ 10,000 | | | |
| Dominion Sports-Mentorship | $ 17,000 | $ 17,000 | | | |
| Lynch's Landing-Façade Improvements | $ 20,000 | | $ 20,000 | | |
| Fifth Street Community Dev. Corp (Fifth Street Master Plan Phase I) | $ 75,000 | | $ 75,000 | | |
| Interfaith Outreach-Fuel assistance | $ 6,000 | $ 6,000 | | | |
| Legacy Museum-Renovations to Building Next Door | $ 30,000 | | $ 30,000 | | |
| Lynchburg City Public Schools Playground Improvement RS Payne | $ 43,700 | | $ 43,700 | | |
| Lyn-Cag Home Improvement | $ 201,233 | | | $ 201,233 | |
| Lynchburg Covenant Fellowship Western Hotel/Joseph Nichols Tavern Rehab | $ 29,500 | | $ 29,500 | | |
| Lynchburg Literacy Council | $ 2,000 | $ 2,000 | | | |
| Program Administration (LRHA) | $ 143,303 | | | | $ 143,303 |
| Rental Rehab (LRHA) | $ 100,000 | | | $ 100,000 | |
| Spot Blight (LRHA) | $ 64,220 | | | $ 64,220 | |
| Tinbridge Hill Acquisition (LRHA) | $ 73,190 | | | $ 73,190 | |
| Daniel's Hill Acquisition ( LRHA) | $ 88,668 | | | $ 88,668 | |
| Maintenance of acquired prop (LRHA) | $ 38,470 | | | $ 38,470 | |
| Miriam's House-Housing | $ 20,000 | $ 20,000 | | | |
| New Land Industries | $ 15,000 | $ 15,000 | | | |
| New Land Samaritan Inns-Gateway | $ 22,500 | $ 22,500 | | | |
| Rebuilding Together | $ 50,000 | | | $ 50,000 | |
| Rush Homes | $ 6,500 | $ 6,500 | | | |
| Virginia University Lynchburg Renovations Graham Hall | $ 20,000 | | $ 20,000 | | |
| White Rock Hill Education Center After School Program | $ 13,000 | $ 13,000 | | | |
| YWCA-Town Center | $ 50,000 | | $ 50,000 | | |
| YWCA-Domestic Violence Prevention | $ 22,500 | $ 22,500 | | | |
| | | | | | |
| **Total** | **$ 1,352,208** | **$ 174,000.00** | **$ 268,200.00** | **$ 711,105.00** | **$ 198,903.00** |

## Details of Past Ten Years of CDBG Allocations

### Thirty-Second Year (2006-2007) FY 2007

| Program Name | CDBG Allocations | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 56,719 | | | | $ 56,719 |
| Lead Safe Lynchburg (City) | $ 60,000 | | | $ 60,000 | |
| Amazement Square Outreach | $ 5,000 | $ 5,000 | | | |
| Camp Kum-Ba-Yah-Scholarships | $ 12,500 | $ 12,500 | | | |
| City Parks & Rec (Diamond Hill) | $ 125,744 | | $ 125,744 | | |
| College Hill Neighborhood School | $ 10,000 | $ 10,000 | | | |
| Dance Theater-Programs | $ 5,000 | $ 5,000 | | | |
| Dominion Sports-Mentorship | $ 9,000 | $ 9,000 | | | |
| Fifth Street Community Dev Corp (Fifth Street Master Plan) | $ 49,000 | | $ 49,000 | | |
| Greater Lynchburg Habitat for Humanity Building Assets Program | $ 15,000 | | | $ 15,000 | |
| Interfaith Outreach-Fuel Assistance | $ 10,000 | $ 10,000 | | | |
| Legacy Museum-Exhibition on African American Family | $ 5,000 | $ 5,000 | | | |
| Lyn-Cag Home Improvement | $ 200,000 | | | $ 200,000 | |
| Lynchburg Community Loan Fund (Affordable Housing Loans) | $ 10,000 | | | $ 10,000 | |
| Lynchburg Literacy Council | $ 1,000 | $ 1,000 | | | |
| Program Administration (LRHA) | $ 148,002 | | | | $ 148,002 |
| Rental Rehab (LRHA) | $ 75,000 | | | $ 75,000 | |
| Spot Blight (LRHA) | $ 110,000 | | | $ 110,000 | |
| Tinbridge Hill Acquisition (LRHA) | $ 52,000 | | | $ 52,000 | |
| Mary Bethune Academy-Bldg Improv. | $ 42,000 | | $ 42,000 | | |
| Miriam's House-Job Opportunities | $ 20,000 | $ 20,000 | | | |
| New Land Industries | $ 10,000 | $ 10,000 | | | |
| New Land Samaritan Inn-Gateway | $ 25,000 | $ 25,000 | | | |
| Rebuilding Together | $ 50,000 | | | $ 50,000 | |
| Rush Homes | $ 5,000 | $ 5,000 | | | |
| Virginia University Lynchburg | $ 12,500 | | $ 12,500 | | |
| White Rock Hill After School | $ 12,500 | $ 12,500 | | | |
| YWCA-Town Center | $ 50,000 | | $ 50,000 | | |
| YWCA-Domestic Violence Prevention | $ 20,000 | $ 20,000 | | | |
| | | | | | |
| **Total** | **$ 1,205,965** | **$ 150,000.00** | **$ 279,244.00** | **$ 572,000.00** | **$ 204,721.00** |

## Details of Past Ten Years of CDBG Allocations

### Thirty-Third Year (2007-2008) FY 2008

| Program Name | CDBG Allocation | Public Service Activity | Non Public Service Activity | Housing Activity | Administration |
|---|---|---|---|---|---|
| Program Administration (City) | $ 75,000 | | | | $ 75,000 |
| Lead Safe Lynchburg (City) | $ 50,000 | | | $ 50,000 | |
| Amazement Square-Outreach | $ 6,000 | $ 6,000 | | | |
| Camp Kum-Ba-Yah-Scholarships | $ 12,500 | $ 12,500 | | | |
| College Hill Neighborhood School Office Skills and Placement | $ 10,000 | $ 10,000 | | | |
| Dance Theater-Programs | $ 5,000 | $ 5,000 | | | |
| Lynchburg City Schools Dearington Playground Equipment | $ 6,296 | | $ 6,296 | | |
| Fifth Street Community Dev Corp (Fifth Street Master Plan) | $ 50,000 | | $ 50,000 | | |
| Jubilee Family Development Center Occupational Readiness | $ 25,000 | $ 25,000 | | | |
| Legacy Museum-Children's Education | $ 11,500 | | $ 11,500 | | |
| Lyn-Cag Home Improvement | $ 160,000 | | | $ 160,000 | |
| Lynchburg Covenant Fellowship Western Hotel/Joseph Nichols Tavern | $ 26,870 | | $ 26,870 | | |
| Local Initiative Support Coalition (LNDF) | $ 30,000 | | $ 30,000 | | |
| Program Administration (LRHA) | $ 128,500 | | | | $ 128,500 |
| Property Repair (LRHA) | $ 90,000 | | | $ 90,000 | |
| Rental Rehab (LRHA) | $ 20,000 | | | $ 20,000 | |
| Spot Blight (LRHA) | $ 100,000 | | | $ 100,000 | |
| Tinbridge Hill Acquisition (LRHA) | $ 40,000 | | | $ 40,000 | |
| Miriam's House-Housing | $ 22,500 | $ 22,500 | | | |
| New Land Samaritan Inn-Gateway | $ 32,500 | $ 32,500 | | | |
| Rebuilding Together | $ 55,000 | | | $ 55,000 | |
| Rush Homes | $ 4,260 | $ 4,260 | | | |
| Salvation Army-Center of Hope | $ 50,000 | | $ 50,000 | | |
| United Way-Success by 6 | $ 10,816 | $ 10,816 | | | |
| White Rock Hill Education Center Summer Enrichment Camp | $ 4,100 | $ 4,100 | | | |
| YWCA-Domestic Violence Prevention | $ 20,000 | $ 20,000 | | | |
| | | | | | |
| **Total** | **$ 1,045,842** | **$ 152,676.00** | **$ 174,666.00** | **$ 515,000.00** | **$ 203,500.00** |

## Details of Past Ten Years of CDBG Allocations

### Thirty-Fourth Year (2008-2009) FY 2009

| Program Name | CDBG Allocation | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 75,000 | | | | $ 75,000 |
| Section 108-Bluffwalk | $ 325,772 | | $ 325,772 | | |
| Amazement Square-Mosaic Mural | $ 3,000 | $ 3,000 | | | |
| Boys & Girls Club Summer Hope Prog | $ 5,000 | $ 5,000 | | | |
| Camp Kum-Ba-Yah | $ 5,000 | $ 5,000 | | | |
| College Hill Neighborhood School Playground Equipment | $ 3,481 | $ 3,481 | | | |
| City Parks & Rec/Yoder Neighborhood Center-reallocated to Diamond Hill | $ 20,000 | | $ 20,000 | | |
| Fifth Street Community Dev Corp (Fifth Street Master Plan) | $ 70,000 | | $ 70,000 | | |
| FREE of Lynchburg | $ 5,200 | $ 5,200 | | | |
| Greater Lynchburg Habitat for Humanity-Building Assets | $ 10,000 | | | $ 10,000 | |
| Hunton-Randolph Community Center | $ 30,000 | | $ 30,000 | | |
| Johnson Health Services | $ 14,500 | | $ 14,500 | | |
| Jubilee Family Development Center | $ 15,000 | $ 15,000 | | | |
| Lyn-Cag Home Improvement Program | $ 75,000 | | | $ 75,000 | |
| Pyramid Project (LNDF) | $ 49,594 | | $ 49,594 | | |
| Program Administration (LRHA) | $ 65,000 | | | | $ 65,000 |
| Spot Blight ( LRHA) | $ 80,000 | | | $ 80,000 | |
| Mary Bethune Academy | $ 50,000 | | $ 50,000 | | |
| Miriam's House-Housing | $ 14,500 | $ 14,500 | | | |
| New Land Industries | $ 5,000 | $ 5,000 | | | |
| New Land Samaritan Inn-Gateway | $ 19,500 | $ 19,500 | | | |
| Rebuilding Together | $ 40,000 | | | $ 40,000 | |
| Rush Homes | $ 3,600 | $ 3,600 | | | |
| United Way-Success by 6 | $ 5,000 | $ 5,000 | | | |
| White Rock Hill Education Center After School Program | $ 4,000 | $ 4,000 | | | |
| YWCA-Domestic Violence Prevention | $ 14,500 | $ 14,500 | | | |
| **Total** | **$ 1,007,647** | **$ 102,781.00** | **$ 559,866.00** | **$ 205,000.00** | **$ 140,000.00** |

### Thirty-Fifth Year (2009-2010) FY 2010
### CDBG-R Stimulus Funding (2009-2010)

| Program Name | CDBG-R Allocation | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 23,740 | | | | $ 23,740 |
| Fifth Street Community Dev Corp (Fifth Street Master Plan) | $ 54,800 | | $ 54,800 | | |
| Interfaith Outreach-Fuel Assistance | $ 9,000 | $ 9,000 | | | |
| Lyn-Cag Home Improvement Program | $ 70,000 | | | $ 70,000 | |
| Rebuilding Together | $ 61,664 | | | $ 61,664 | |
| United Way-Smart Beginnings | $ 18,200 | $ 18,200 | | | |
| **Total** | **$ 237,404** | **$ 27,200.00** | **$ 54,800.00** | **$ 131,663.60** | **$ 23,740.00** |

### Thirty-Fifth Year (2009-2010) FY 2010

| Program Name | CDBG Allocation | Public Service Activity | Non Public Service Activity | Housing Activity | Administration and Direct Costs |
|---|---|---|---|---|---|
| Program Administration (City) | $ 150,000 | | | | $ 150,000 |
| Bluffwalk 108 Loan | $ 318,284 | | $ 318,284 | | |
| Hunton-Randolph Community Center | $ 25,000 | | $ 25,000 | | |
| Jubilee Family Development Center | $ 20,000 | $ 20,000 | | | |
| Program Administration (LRHA) | $ 24,718 | | | | $ 24,718 |
| Rental Rehab (LRHA) | $ 100,000 | | | $ 100,000 | |
| Spot Blight (LRHA) | $ 288,425 | | | $ 288,425 | |
| Miriam's House-Housing | $ 20,000 | $ 20,000 | | | |
| New Land Samaritan Inn-The Gateway | $ 25,000 | $ 25,000 | | | |
| YWCA-Domestic Violence Prevention | $ 23,651 | $ 23,651 | | | |
| **Total** | **$ 995,079** | **$ 88,651.20** | **$ 343,284.00** | **$ 388,425.41** | **$ 174,718.00** |

// A special meeting of the Council of the City of Lynchburg, recessed from August 10, was held on the 10th day of September, 2010, at 9:00 A.M., at James River Conference Center, 400 Court Street, Joan F. Foster, President, presiding. The purpose of the meeting was to conduct City Council's Annual Retreat. The following Members were present:

Present: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Absent: 0

// City Manager Kimball Payne reviewed the agenda and expectations for the retreat.

// Deputy City Manager and Acting Director of Community Development Bonnie Svrcek provided a presentation to bring Council up-to-date on the progress with the Sustainable City Initiative. Ms. Svrcek reviewed the Vision and Guiding Principles that were adopted August 2008, as well as highlighted the areas that have changed since August 2008. Ms. Svrcek went on to say that the next steps for the Sustainable City Working Group are:

- Create employee stakeholder groups (November 30, 2010)
- Complete goals review (January 31, 2011)
- Identify tasks currently underway (February 28, 2011)
- Develop monitoring and reporting plan (June 2011)
- Identify accomplishments/3-year milestones (July 2011)
- Report progress to City Council (October 2011)

Council Member Helgeson expressed concern regarding the removal of Fiscal Responsibility as an element of Sustainable Cities. Ms. Svrcek advised Fiscal Responsibility is now considered one of the Guiding Principles which affects all elements of sustainable cities.

Mayor Foster suggested that Schools be again invited to participate in the Working Group. Council Member Nelson asked that the Working Group evaluate how the family unit, family development and family responsibility play a role in this initiative. Vice Mayor Johnson suggested looking at the "Harlem Model." It was also suggested that someone from Human Services be a part of the Working Group.

Council Member Perrow suggested adding something about regionalism, expressing his concern that the independent city structure was not sustainable. It will be considered for inclusion in the Guiding Principles.

// Vice Mayor Johnson left the meeting at 10:19 during the discussion to fulfill another commitment.

// Deputy City Manager and Acting Director of Community Development Bonnie Svrcek provided an overview of the Community Development Block Grant (CDBG) and HOME Program. Ms. Svrcek presented three options for restructuring the CDBG program:

Option 1 – Retain 85% of CDBG funds for city administration, CIP projects, and Housing Authority; 15% for public service initiatives that support the Consolidated and Annual Action Plan Goals.

Option 2 – Continue current practice of allocating 85% to eligible applicants, including City administration; 15% dedicated to public service agencies that support the Consolidated and Annual Action Plan Goals.

Option 3 – Retain 100% of CDBG funds for CIP projects that support the Consolidated and Annual Action Plan Goals as well as Lynchburg Redevelopment and Housing Authority's (LRHA) spot blight and rental rehabilitation programs.

After Council discussion the consensus was to start with a revised Option 1, with only 10% of the funds utilized for public service initiatives in the first year and transitioning to Option 3, no funds for public service initiatives for FY 2013. Staff advised that a Council Report will be presented for action at the September 28 Council meeting.

// City Council took a short break at 10:45 a.m., reconvening at 11:00 a.m.

// Vice Mayor Johnson rejoined the meeting at 11:04 a.m.

// Financial Services Director Donna Witt provided a financial overview with very preliminary budget projections for FY 2012. The overview included Revenue and Expenditure Highlights, Known and Potential Budget Impacts, and Capital Needs. Overall, the preliminary projection is for a net budget gap of $3-5 million.

// City Council recessed at 12:05 p.m. for lunch.

// City Council reconvened the meeting at 12:45 p.m.

// City Manager Kimball Payne requested that Council identify their Initiatives, Goals and Priorities. Council provided Initiatives, Goals and Priorities with the following time frame:

<u>Short Term</u>

- School Consolidation
  - Benefits (prescription and health)
  - Success was defined as the consolidation of one or more Departments (Finance, Human Resources, IT, Buildings & Grounds, etc.) and savings of $1 million.
- Police Compensation
- Employee Compensation

<u>Medium Term</u>

- Sustainable Building Model
- Regionalization

<u>Long Term</u>

- Tyreeanna Development
  - Sewer Line
  - Revisit the Neighborhood Plan
- Airport Authority

Vice Mayor Johnson asked for a status report on recycling in the City.

// Council also reviewed and discussed the Budget Principles listed in the City Manager's Budget Message.

// City Manager Kimball Payne provided a brief overview regarding the FY 2012 Budget schedule. Mr. Payne stated that the Civic Engagement was beneficial last year and wanted to know from Council whether to use a different approach to reach the community or stay with the same model.

During Council discussion it was suggested that four meetings should be held, one in each of the four wards with full Council representation, two in October and two in November. The Budget Retreat for Council was set for January 18, 2011 from 9:00 a.m. until 4:00 p.m.

// Human Resources Director Margaret Schmitt provided an overview regarding attraction, retention and employee compensation. Ms. Schmitt reviewed turnover trends in the Departments of Social Services, Juvenile Services, Public Works, Utilities, Police and Fire.

After discussion the majority of Council stated that Police compensation must be addressed. The City Manager advised it would require approximately $500,000 to begin to address the issue and that ongoing resources would be required to sustain the effort. Council requested that the City Manager research and report back areas where this funding might be available. Vice Mayor Johnson asked that the Fire Department and LynComm be looked at as well.

// Mayor Foster left the meeting at 3:37 p.m., returned at 3:44 p.m.

// Vice Mayor Johnson left the meeting at 3:44 p.m., returned at 3:58 p.m.

// Council Member Cary left the meeting at 3:52 p.m.

// The meeting was adjourned at 4:56 p.m.

Interim Clerk of Council

// A regular meeting of the Council of the City of Lynchburg was held on the 14th day of September, 2010, at 5:00 P.M. in the Council Chamber, City Hall, Joan F. Foster, President, presiding. The following Members were present:

Present: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Absent: 0

// City Manager Kimball Payne gave a brief overview of the proposed changes to the Bow Hunting Ordinance. Mr. Payne stated that he had been approached by the Captain of the Department of Game and Inland Fisheries (DGIF) regarding the Memorandum of Understanding between DGIF and the City to both update the agreement and address some concerns. The DGIF also suggested that the City Code section relating to bow hunting of deer be amended to reflect the state regulations regarding urban archery. Mr. Payne went on to say that the City Code limits hunting to lots that are 5 acres or larger. The most significant change to the ordinance would be the elimination of the 5 acre minimum lots size for the issuance of a bow hunting permit.

Chief Animal Warden Larry Faust explained that the program was implemented 18 years ago specifically to reduce traffic accidents.

During Council discussion Council Member Perrow, with the consent of Council, asked Mr. Mike Troxel to share his ideas with Council. Mr. Troxel stated that deer have no natural predators in the City; deer causes a lot of vegetative damage each year, property damage from car collisions and injuries, increase in lyme disease from deer ticks and also indicated that he was in full support of the ordinance.

After further discussion and on motion of Council Member Perrow, seconded by Council Member Cary, Council by the following recorded vote moved the bow hunting ordinance to the General Business section of the agenda for adoption:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// Greater Lynchburg Transit Company (GLTC) General Manager Mike Carroll made a presentation regarding GLTC plans for Capital Projects. During this presentation Mr. Carroll gave a recap of the work that has been done on the operations and maintenance facility to date and a recap of the work that has been done on the Kemper Street Transfer. Mr. Carroll explained that the Wendel Team conducted a series of site visits to observe and record existing conditions, and then proceeded to develop a concept design. Mr. Carroll went on to say with the information gathered and ideas generated, conceptual site and architectural options were developed.

The Wendel Team also conducted a series of site visits to the Operations and Maintenance Center at 3720 Cohen Place to observe and record existing conditions, including site survey, geotechnical investigations, floor plan and comprehensive 3D dimensioning, structural analysis and development of a Building Information Model (BIM), with the information gathered and using the BIM, a conceptual architectural and structural design was developed.

During Council discussion there were concerns and questions asked, is this tax exempt property; is there a long term plan for the existing facility on Kemper Street; how would the City fund a 10% match if the value of the property is not known and how can these be justified in these hard-times.

Mr. Payne stated that there is no action required by Council and that the GLTC Board is assuming this initiative.

// Legislative Liaison Linda McMinimy provided a brief overview of the Preliminary FY 2011 Legislative Agenda. Ms. McMinimy stated that the revenue situation is moderately improved at the State level but fragile and the 2011 budget issues are going to be a real serious concern. Ms. McMinimy also stated that session will be followed by a redistricting session because all members of the General Assembly, House and Senate, are up for reelection next fall and then they will have to run in their new districts. Basically a few updates have been made to existing positions and some clarification has been added to the education section. Ms. McMinimy also stated the only area where there is significant language increases were under Water Quality where we combined several positions and the real focus is the fact that Combined Sewer Overflow (CSO) has been a major concern for the City.

City Manager Kimball Payne stated that there are some other positions that Council may want to consider such as the privatization of the ABC stores and the zoning issues; Transient Occupancy Tax and On-line Travel Companies will be reintroduced this year; Predatory (Pay Day) Lending; the Staunton initiative; and Clarify the statute regarding, or ban outright as illegal gambling, the operation of “sweepstakes” games by internet cafes.

Council Member Gillette stated that he is concerned with the four items that Mr. Payne addressed and that these items may or may not become a part of the Agenda and believes these are not local issues but they may be good questions.

Mr. Payne also stated that the zoning issue on the privatization of the ABC stores was a big concern. Council Member Cary stated that if the City has this concern he believes we should meet with our area legislators and share this issue and it should be put in the Agenda.

Vice Mayor Johnson stated his support for the Predatory Lending issue and believes the City should keep supporting this issue. After Council concerns and questions, Mr. Payne stated that the next step would be to gather more information for Council and bring this back to Council in October.

// City Planner Tom Martin gave a brief presentation on the Wards Road Pedestrian Study stating that the catalyst for this project is a pedestrian and bicycle tunnel connecting Liberty University to Wards Road and addresses an existing need for a pedestrian crossing. Mr. Martin stated that the purpose is to provide a vision and blueprint for improving pedestrian and bicycle facilities in the Wards Road retail corridor between Harvard Street and Wards Ferry Road. Mr. Martin further stated that the study involved a project team of stakeholders and was endorsed by all stakeholders and adopted by City Council September 8, 2009. City Manager Kimball Payne stated that this matter probably deserves more extended discussion but the fundamental issue that staff needs to understand right now is do we explore this alternative further in light of the work that has already been done. Mr. Payne stated that staff is prepared to go in any direction Council deems appropriate.

Council Member Gillette stated that not a single shred of new information has been presented. Every one of the stakeholders last year signed off that they wanted the at-grade crossing. Council looked at a bridge possibility then unanimously voted in favor of the at-grade crossing and over $100,000 was spent for the design.

In response to Council Member Gillette's question, Mr. Payne stated that the City was approached by Liberty who indicated that they were having some different thoughts. Mr. Askew a Liberty representative stated that actually money was allocated for the project to move forward at that point. Mr. Askew went on to say at that point Liberty did get involved and made some comments as to the at-grade crossing. There still are the safety issues; the at-grade crossing does not take the students out of the street. Council had further questions and concerns but Mayor Foster stated that due to time constraints Council was in agreement to continue with the discussion at a future work session.

// During roll call Council Member Perrow asked about kill permit process and office trainers report. Council Member Helgeson asked about the police department survey vs. retention. Vice Mayor Johnson voiced concern that there was not a stop at Tinbridge Hill during National Night Out. Vice Mayor Johnson stated that he had received calls from citizens who have applied for positions over the internet and there was no acknowledgement if their application was received.

// City Council recessed the meeting at 7:28 p.m.

// City Council reconvened the meeting at 7:40 p.m.

The following Members were present:

Present: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Absent: 0

Council Member Cary gave the Invocation, followed by the Pledge of Allegiance.

// Mayor Foster and Vice Mayor Johnson presented a Certificate of Recognition to Ernest & Rose Daniel, B & C Sports.

// Copies of the minutes of the August 10, 2010 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Gillette, seconded by Council Member Perrow, Council by the following recorded vote approved the minutes as presented:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Police – General, City Council Report #7 was considered. On motion of Council Member Gillette, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-095, as presented, amending the FY 2011 City/Federal/State Aid Fund budget and appropriating $1,000, fully reimbursable, to purchase children's bicycle helmets and bicycle rodeo equipment:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Police – General, City Council Report #8 was considered. On motion of Council Member Gillette, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-096, as presented, amending the FY 2011 City/Federal/State Aid Fund budget and appropriating $1,520, fully reimbursable, to purchase equipment for Animal control to humanely capture animals:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Police – General, City Council Report #9 was considered. On motion of Council Member Gillette, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-097, as presented, amending the FY 2011 General Fund budget and appropriating $24,000 with resources from fees paid by various Virginia jurisdictions to maintain the Police Department firing range facility, landscaping, waste collection and target replacement:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Fire – General, City Council Report #10 was considered. On motion of Council Member Gillette, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-098, as presented, amending the FY 2011 City/Federal/State Aid Fund budget and appropriating $15,000, fully reimbursable, to provide training and equipment for the Fire Department's Hazardous Materials (Haz Mat) team:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Human Services – Juvenile Services, City Council Report #11 was considered. Mayor Foster asked that this item be removed from the Consent Agenda due to the fact that the Family Alliance provided $1,000 for the summer program for school students. Vice Mayor Johnson presided over this item. On motion of Council Member Gillette, seconded by Council Member Nelson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-099, as presented, amending the FY 2011 City/Federal/State Aid Fund budget and appropriating $10,500, with resources of $7,000 from the Department of Criminal Justice Services, $1,500 from Lynchburg City Schools and $1,000 from the Family Alliance to provide a specialized summer program for select school students:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow 6

Noes: 0

Abstain: Foster 1

// In the matter of Commonwealth Attorney, City Council Report #12 was considered. On motion of Council Member Gillette, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-100, as presented, amending the FY 2011 City/Federal/State Aid Fund budget and appropriating $62,476, with resources of $59,352 from the Byrne Justice Assistance Grant Program and $3,124 from the Boys and Girls Club to implement an after school gang prevention and intervention initiative:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Schools – Board of Trustees, a second public hearing was held to receive the views and/or nominations from citizens concerning the appointment of a District III representative to fill a vacancy on the Lynchburg School Board. Mayor Foster announced that no new names have been received by the Clerk since the August 10 public hearing. There was no one else present who wished to speak to this item.

Mayor Foster stated that Council had two options --- to close the public hearing or continue with the public hearing to receive additional names.

Council Member Gillette made a motion to close the public hearing and schedule interviews, seconded by Vice Mayor Johnson. That motion was withdrawn and this item will be discussed after the last public hearing.

// After Item #16 Council again discussed the School Board vacancy.

Council Member Perrow presented the name of Troy McHenry at 209 Lansing Avenue and Council Member Helgeson presented the name of Dr. Steven Troxel at 204 Pennsylvania Avenue. The two names were presented to Council.

On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote closed the public hearing:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Housing Authority, a public hearing was held regarding City Council Report #14 regarding a request from the Lynchburg Redevelopment and Housing Authority for authorization to pursue acquisition of blighted property at 1801 Floyd Street under Section 36-19.5 of the Code of Virginia. Director of Lynchburg Redevelopment and Housing Authority Edward McCann provided a brief summary of the request. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-10-101, as presented, approving acquisition of blighted property at 1801 Floyd Street:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Community Planning – Historic Board, a public hearing was held regarding City Council Report #15 regarding an appeal by Miyuki and Todd Stone to the decision of the Historic Preservation Commission (HPC) to deny a Certificate of Appropriateness to alter 1311 Madison Street after the fact for installing chain link fencing. Historic Preservation Commission Vice Chair Bohnert gave a brief summary of the request. Mr. Todd Stone spoke in opposition of the Historic Preservation Commission decision.

There was no one else present who wished to speak to this item, and the public hearing was closed. Several Council Members had concerns stating that the Certificate of Appropriateness had expired; fence is not visible from the street, what changed your mind and appreciated the work that had been done on the house. Council Member Helgeson stated that another person had actually obtained the first Certificate of Appropriateness.

After Council discussion and on motion of Council Member Helgeson to reverse the decision of the Historic Preservation Commission seconded by Council Member Perrow, the motion failed by the following recorded vote:

Ayes: Cary, Helgeson 2

Noes: Gillette, Johnson, Nelson, Perrow, Foster 5

On motion of Council Member Perrow, seconded by Council Member Cary, Council by the following recorded vote adopted Resolution #R-10-102, as presented, upholding the decision of the Historic Preservation Commission:

Ayes: Cary, Gillette, Johnson, Nelson, Perrow, Foster 6

Noes: Helgeson 1

// In the matter of City Code/Community Planning – General, a public hearing was held regarding City Council Report #16 regarding the adoption of an Ordinance to amend the Zoning Ordinance relating to commercial amusements, commercial amusement (temporary), commercial recreation and shooting range development standards. City Planner Tom Martin provided a brief summary of the Zoning Ordinance request. Two individuals spoke against allowing a shooting range into the Wyndhurst neighborhood and presented a petition with over 156 signatures. Five individual spoke in favor of adding a shooting range to the neighborhood. There was no one else present who wished to speak to this item, and the public hearing was closed. Council had concerns regarding the shooting range in a Traditional Neighborhood Development (TND). After discussion from Council and on motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted Ordinance #O-10-103, as presented, amending the Zoning Ordinance relating to commercial amusements, commercial amusement (temporary), commercial recreation and shooting range development standards:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Finance – Bonds, Financial Services Director Donna Witt gave a brief summary of the request authorizing the issuance of not to exceed $30,000,000 Principal amount of General Obligation Public Improvement Refunding Bonds for the purpose of providing funds to refund in advance of their stated maturities and redeem certain outstanding General Obligation Public Improvement Bonds. On motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote adopted Resolution #R-10-104, as presented, authorizing the issuance of not to exceed $30,000,000 Principal amount of General Obligation Public Improvement Refunding Bonds for the purpose of providing funds to refund in advance of their stated maturities and redeem certain outstanding General Obligation Public Improvement Bonds:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// On motion of Council Member Gillette, seconded by Vice Mayor Johnson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-10-105, as presented, amending the FY 2011 General, Water and Sewer Funds' Adopted Budgets and appropriating $102,510, $42,210 and $56,280, respectively, to fund issuance costs related to the General Obligation Public Improvement Refunding Bonds, Series 2010:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// In the matter of Parks and Recreation – General, Parks and Recreation Director Kay Frazier gave a brief summary of the request to utilize $70,000 from the Community Park Investment Fund to support construction of the Aubrey Barbour Park at the Yoder Community Center. Council Member Helgeson, Finance Committee (FC) Chair, stated that this item came before the Finance Committee. This motion required no second, and Council by the following recorded vote adopted Resolution #R-10-106, as presented, to utilize $70,000 from the Community Park Investment Fund, to support construction of the Aubrey Barbour Park at the Yoder Community Center:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// In the matter of Public Works – General, Resolution #R-10-093 regarding the vacation and selling of 0.278 acre of excess right-of-way to Liberty University, laid over from the August 10, 2010 meeting, was again presented and read, and before Council voted, Council Member Nelson still had a concern regarding the selling of 0.278 acre of excess right-of-way to Liberty University and still questioned the difference in the selling of the property being lower than the independent appraiser's assessed value.

On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Gillette, Helgeson, Johnson, Perrow, Foster 6
Noes: Nelson 1

// In the matter of City Code - regarding the adoption of an Ordinance to amend the City Code relating to Bow Hunting of Deer within the City. On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted Ordinance #O-10-107, as presented, relating to Bow Hunting of Deer within the City:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// On motion of Vice Mayor Johnson, seconded by Council Member Helgeson, Council by the following recorded vote elected to hold a closed meeting for discussion and consideration of (1) consultation with legal counsel and briefings by staff members concerning the lawsuit of Mary Beard Peterson v. Michael Eagle, et als., (2) consultation with legal counsel and briefings by staff members about a specific legal matter, the operation of internet cafes within the City, (3) to discuss the disposition of public property, specifically, the Carter Glass Building, because public discussion would adversely affect the bargaining position or negotiating strategy of the City, (4) to consider potential applicants for the Council-appointed position of the Clerk of Council, and (5) to consider appointments to Council-appointed Boards and Commissions, i.e. Social Services Advisory Board, Board of Building Code Appeals, Redevelopment & Housing Authority, Lynchburg Business Development Centre, Lynchburg Parking Authority, Lynchburg Regional Airport Commission and Regional Tourism Board, pursuant to Section 2.2-3711(A.)(7)(3)(1), respectively, of the Code of Virginia, 1950, as amended:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// The meeting was re-opened to the public.

// Council Member Gillette made the following motion:

WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Vice Mayor Johnson, and Council by the following recorded vote adopted the motion:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// In the matter of Appointments, and on nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote re-appointed Homer Massey to serve on the Social Services Advisory Board for a term to expire September 30, 2014:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote re-appointed Dr. T. Scott Garrett and Shanda K. Rowe to serve on the Lynchburg Redevelopment & Housing Authority Board for terms to expire September 30, 2014:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Hunsdon Cary, III to serve on the Lynchburg Redevelopment & Housing Authority Board for a term to expire September 30, 2014:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Angelia D. Wright to serve on the Lynchburg Redevelopment & Housing Authority Board to fill an unexpired term ending September 30, 2012:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote re-appointed Traci Blido and Timothy W. Holt to serve on the Lynchburg Business Development Centre Board for terms to expire September 30, 2013:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Eric Giavedoni, Stewart W. Husted and J. Frederick Watson to serve on the Lynchburg Business Development Centre Board for terms to expire September 30, 2013:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed William T. Lease to serve on the Lynchburg Business Development Centre Board to fill an unexpired term ending September 30, 2011:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Brandon P. Farmer to serve on the Lynchburg Parking Authority to fill an unexpired term ending October 30, 2013:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Edward Koepenick to serve on the Lynchburg Parking Authority to fill an unexpired term ending October 30, 2012:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Donald A. Brown to serve on the Lynchburg Regional Airport Commission to fill an unexpired term ending December 31, 2012:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Charles S. Nowlin, Jr., to serve on the Lynchburg Regional Airport Commission to fill an unexpired term ending December 31, 2010:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

On nomination of Vice Mayor Johnson, seconded by Council Member Gillette, Council by the following recorded vote appointed Lynn F. Martin and Debby Ruffin to serve on the Regional Tourism Board to fill unexpired terms ending June 30, 2011:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// The meeting was adjourned at 11:35 P.M.

Interim Clerk of Council

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 28, 2010** AGENDA ITEM NO.: 15

CONSENT: **X** REGULAR: WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **Physical Development Committee Guidelines**

RECOMMENDATION:

Approve the attached guidelines for the operation of City Council's Physical Development Committee (PDC).

SUMMARY:

The Physical Development Committee (PDC) Chairman asked to review the guidelines to ensure the committee was organized for a high degree of effectiveness and efficiency. The latest guidelines have been reviewed by PDC and forwarded to Council for approval.

The PDC has changed the regular meeting to the 2nd Tuesday of the month at 9:00 a.m. with consistent monthly meetings.

PRIOR ACTION(S):

9/14/10 – PDC – Guideline revisions

FISCAL IMPACT:

None

CONTACT(S):

Lee Newland – City Engineer – 455-3947

ATTACHMENT(S):

Physical Development Committee Guidelines
PDC Annual Meeting Schedule FY 2011

REVIEWED BY: lkp

126L

# Draft

# Lynchburg City Council

## Physical Development Committee Guidelines

**General Purpose Statement**

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects on a quarterly basis to determine if any adjustments are necessary during the fiscal year.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

**I. Items considered as General Business include:**

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;

2. Petitions for non-routine utility line extensions;

3. Reallocations (greater than $50,000) of non-project specific Capital Budget appropriations.

**II. Items considered as Other Information include:**

Items that do not require immediate Committee action, but are to advise the Committee on upcoming items or issues. Examples include: quarterly and special reports regarding the status of the City's physical development including City capital projects and other items relating to the City's solid waste system and water and wastewater systems, including the Combined Sewer Overflow (CSO) program.

**III. Items to be considered later by the full City Council at a Regular City Council Meeting or Worksession include:**

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual Capital Improvement Program;
3. Review and deliberations regarding the Proposed Capital Improvement Program;
4. Changes to the City Code relating to the physical development of the City;
5. City Council reports relating to the physical development of the City;
6. Demolition of City owned buildings; and

7. Waivers of municipal property liens;
8. *Review of leases including terms; except for lease renewals (PDC only);*
9. *License Agreements for R/W use;*
10. *Grant applications for infrastructure;*
11. *Contracts that exceed 25% of bid amount.*

## IV. Committee Procedures Regarding Items from the General Public

In order to make the best use of the Committee's meeting time, requests for new items from the general public should be provided, preferably in writing, to the City Engineer two weeks prior to the Committee's scheduled meeting date. This schedule will provide City staff with adequate time to prepare background information, if necessary, and provide this information to the Committee prior its meeting. Exceptions to this procedure will be made in emergency situations. The Chairman of the Committee makes the final decision about which items are on the agenda. If the Chairman is not available, the decision will be made by the City Engineer, who will contact the Chairman as soon as he is available.

# FY 2011 PDC Meeting Dates

| | |
|---|---|
| July 13, 2010 | 7:30 |
| August 10, 2010 | 9:00 |
| September 14, 2010 | 9:00 |
| October 12, 2010 | 9:00 |
| November 9, 2010 | 9:00 |
| December 14, 2010 | 9:00 |
| January 11, 2011 | 9:00 |
| February 8, 2011 | 9:00 |
| March 8, 2011 | 9:00 |
| April 12, 2011 | 9:00 |
| May 10, 2011 | 9:00 |
| June 14, 2011 | 9:00 |

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 28, 2010** AGENDA ITEM NO.: 16

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **Lease of City-owned property located at 3813 Old Forest Road**

RECOMMENDATION:

After a public hearing, approve the attached resolution to lease City-owned property located at 3813 Old Forest Road.

SUMMARY:

Express Media (a printing company) owned by Mr. Ron Brown has requested to lease the City of Lynchburg's property at 3813 Old Forest Road on a year to year lease beginning October 1, 2010. His proposal for the first years rent can be seen on Attachment B. Express Media is currently operating at 147 Mill Ridge Road, Suite 201, Lynchburg, Virginia.

PRIOR ACTION(S):

PDC meeting on September 14, 2010

FISCAL IMPACT:

Lease revenue $16,200 for the first year of the lease.

CONTACT(S):

Steve Lawson, Real Estate Manager – 455-3945
Lee Newland, City Engineer – 455-3947
David Owen, Director of Public Works – 455-4469

ATTACHMENT(S):

Resolution
Attachment A – Picture of Building
Attachment B – Schedule of Rent

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the Lynchburg City Council hereby approves a lease agreement between the City of Lynchburg and Ron Brown, the owner of Express Media, for City-owned property located at 3813 Old Forest Road. The property in question will be used by Express Media for its printing operations; and,

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the lease agreement on behalf of the City.

Adopted:

Certified: ______________________________
Interim Clerk of Council

120L


ATTACHMENT A

## Attachment B

Schedule of rent at 3813 Old Forest Road

| | |
|---|---|
| October & November 2010 | $1100.00/mth. |
| December 2010 & January 2011 | $1200.00/mth. |
| February & March 2011 | $1300.00/mth. |
| April & May 2011 | $1400.00/mth. |
| June & July 2011 | $1500.00/mth. |
| August & September 2011 | $1600.00/mth. |
| October 2011 – September 2012 | $1750.00/mth. |

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **September 28, 2010** | | | AGENDA ITEM NO.: 17 |
| CONSENT: | REGULAR: **X** | WORK SESSION: | CLOSED SESSION: (Confidential) |
| ACTION: **X** | | INFORMATION: | |

ITEM TITLE: **Condemnation of an Easement on Property Owned by Stephen E. & Kathy B. Morris for The Construction of a Storm Sewer Line**

RECOMMENDATION: Adopt a resolution authorizing the condemnation of an easement on property owned by Stephen E. & Kathy B. Morris at 2301 Rivermont Avenue for construction of a storm sewer line for the CSO Separation 1D3.1 Project.

SUMMARY: The proposed CSO Separation 1D3.1 Project requires obtaining a storm sewer easement on property located at 2301 Rivermont Avenue, owned by Stephen E. & Kathy B. Morris, Tax Map No. 020-11-001. The City has been unsuccessful in finalizing a settlement with the property owners. An appraisal was completed of the easement needed. The value of the easement is $5,947.00.

Condemnation of the property will allow the City to continue construction on this CSO project.

PRIOR ACTION(S): Council was briefed on this matter in Closed Session on August 10, 2010.

FISCAL IMPACT: This is the lowest cost option for construction of the storm sewer. Alternative routes would require an excessively deep cut in Rivermont and Columbia Avenues and would be estimated to cost an additional $40,000.

CONTACT(S):

Steve Lawson – Real Estate Manager – 455-3945
Lee Newland – City Engineer – 455-3947
David Owen – 455-4469

ATTACHMENT(S):

Resolution
Preliminary Plat
Aerial of Property

REVIEWED BY: lkp

RESOLUTION

A RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS BY THE CITY OF LYNCHBURG TO ACQUIRE A STORM SEWER EASEMENT ACROSS A CERTAIN PARCEL OF LAND IN THE CITY OF LYNCHBURG, DESIGNATED AS TAX MAP NO. 020-11-001, FOR THE CONSTRUCTION OF CSO SEPARATION 1D3.1 PROJECT.

WHEREAS, in the opinion of the Council of the City of Lynchburg, it is a matter of public necessity that the City construct a storm sewer easement, through, under and across the property designated as Tax Map No. 020-11-001, owned by Stephen E. Morris and Kathy B. Morris, and

WHEREAS, in order to do so, it will necessary to acquire a storm sewer easement across said property;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That the City Attorney be, and is hereby, authorized and directed to institute and prosecute condemnation proceedings in accordance with the provisions of 38-b(2) of Charter of the City of Lynchburg (Acts of Assembly, 1968, Chapter 22, page 49) to acquire the right to lay, construct, repair, place, maintain and perpetually operate a storm sewer through, under and across the property designated as Tax Map No. 020-11-001, in the City of Lynchburg, the said easement being described according a plat made by Wiley Wilson entitled CSO Separation 1D3.1 Storm Sewer Easements on the property of Stephen E. & Kathy B. Morris 2301 Rivermont Avenue; and being designated City Plat File No. B-2106, a copy of which is on file in the City Engineer’s office, as follows:

Storm Sewer Easement

Beginning at an iron pin found in the southeastern corner of Tax Map No. 020-11-001, at its intersection with western right-of-way line of Columbia Avenue and the northeastern line of an alley, thence N 06° 14’ 12” E 21.21 feet to the true point of beginning; thence N 86° 31’ 52” W 54.49 feet to a point; thence N 22° 49’ 48” W 229.90 feet to an iron pin found; thence in a northeasterly direction along a curve having a radius of 677.00’ and a delta of 0° 12’ 43” for a distance of 2.51 feet to a point; thence continuing in a southeasterly direction along a curve having a radius of 677.00’ and a delta of 1° 16’ 16” for a distance of 15.02 feet to a point; thence S 22° 49’ 48” E 221.35 feet to a point; thence S 86° 31’ 52” E 45.89 feet to a point; thence S 06° 14’ 12” W 15.02 feet to the true point of beginning, containing 0.095 acre, more or less.

Together with the perpetual right of ingress and egress along the line of said storm sewer easement for the purpose of laying, constructing, enlarging, maintaining, repairing, replacing and perpetually operating and using said storm sewer easement.

The property through and across which the above-described storm sewer easement is hereinbefore granted and conveyed is the same property conveyed to Stephen E. Morris and Kathy B. Morris, husband and wife, by a deed, dated August 9, 2000, from Lee S. Booth, Jr. and Mary E. Booth, husband and wife, of record in the Clerk’s Office of the Circuit Court for the City of Lynchburg, Virginia, in Deed Book 1146, at page 723.

2. That in the opinion of the City Council, a public necessity exists for the acquisition of said easement.

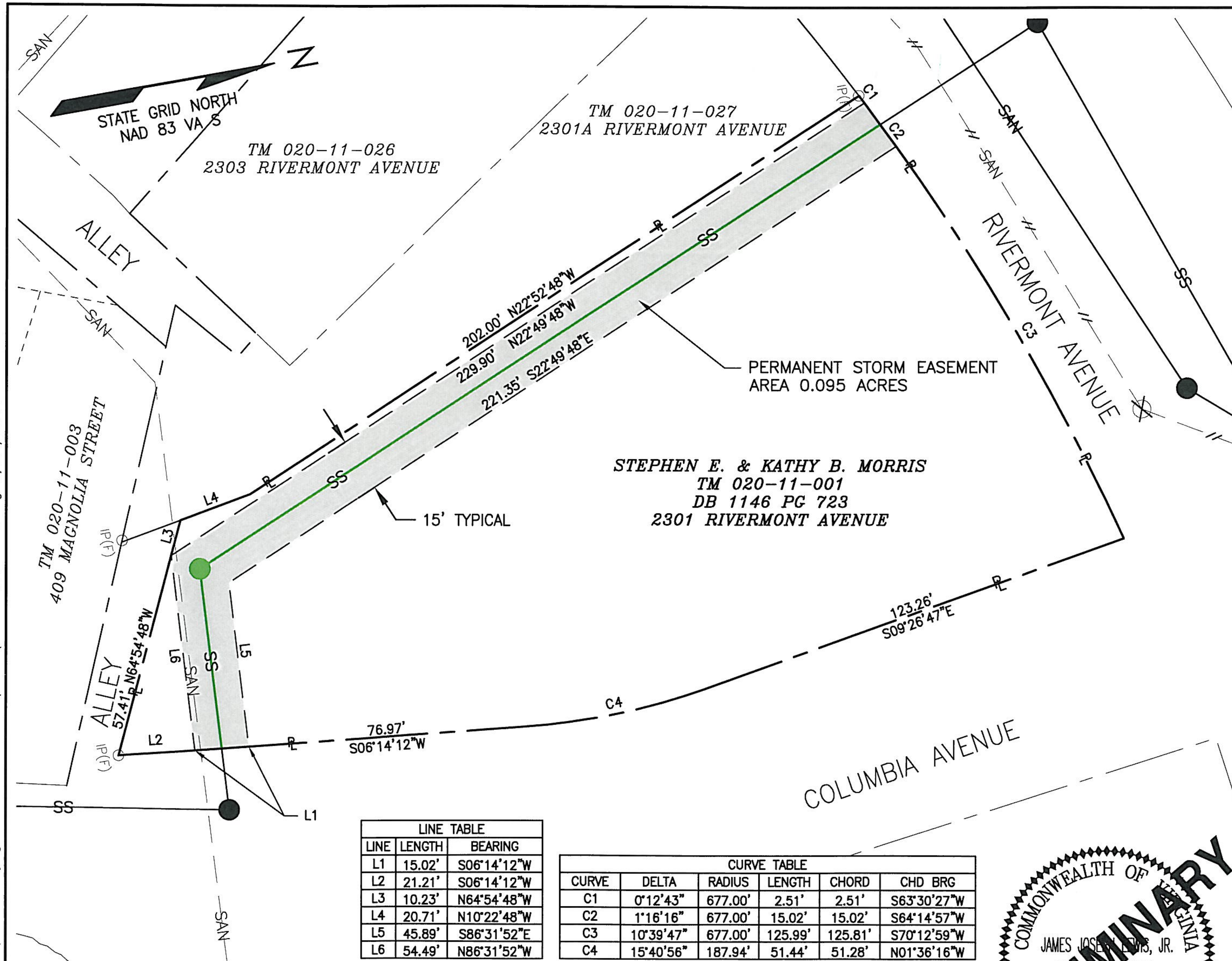
3. That in order to provide the total estimated necessary funds to compensate the owners of the property for the storm sewer easement to be acquired across same, and for any damages, the sum of which is determined to be $5,947.00 which has been heretofore appropriated, and the Director of Finance be, and is hereby, authorized and directed when so directed by the City Attorney to present a check for deposit with the Clerk’s Office of the Circuit Court for the City of Lynchburg, Virginia, for such condemnation proceedings.

That the City Attorney is fully authorized and directed to act for and on behalf of the City of Lynchburg in agreeing or disagreeing with the owners of said property upon the compensation to be paid therefore within the limits of the funds provided herein for that purpose; and the Mayor, Vice Mayor, or City Manager is authorized to sign, in the name of the City, any proper petitions, pleadings, or necessary documents to be filed or presented at any stage of the proceedings.

Adopted:

Certified: ______________________________
Interim Clerk of Council

122L




# LEGEND

- SAN — PROPOSED SANITARY SEWER
- SAN — PROPOSED SANITARY SEWER TO BE REPLACED
- SAN — EXISTING SANITARY SEWER
- SAN — EXISTING SANITARY SEWER TO BE ABANDONED
- SS — PROPOSED STORM SEWER
- SS — PROPOSED STORM SEWER
- SS — PROPOSED STORM SEWER TO BE REPLACED
- SS — EXISTING STORM SEWER
- SS — EXISTING STORM SEWER TO BE ABANDONED
- PL — PROPERTY LINE
- TAX MAP LINE
- CENTER OF STREAM
- SUBDIVISION LOT LINE
- IP(F) IRON PIN FOUND

THIS PLAT HAS BEEN REVIEWED AND ACCEPTED BY THE CITY OF LYNCHBURG DEPT. OF COMMUNITY DEVELOPMENT

**LINE TABLE**

| LINE | LENGTH | BEARING |
|---|---|---|
| L1 | 15.02' | S06°14'12"W |
| L2 | 21.21' | S06°14'12"W |
| L3 | 10.23' | N64°54'48"W |
| L4 | 20.71' | N10°22'48"W |
| L5 | 45.89' | S86°31'52"E |
| L6 | 54.49' | N86°31'52"W |

**CURVE TABLE**

| CURVE | DELTA | RADIUS | LENGTH | CHORD | CHD BRG |
|---|---|---|---|---|---|
| C1 | 0°12'43" | 677.00' | 2.51' | 2.51' | S63°30'27"W |
| C2 | 1°16'16" | 677.00' | 15.02' | 15.02' | S64°14'57"W |
| C3 | 10°39'47" | 677.00' | 125.99' | 125.81' | S70°12'59"W |
| C4 | 15°40'56" | 187.94' | 51.44' | 51.28' | N01°36'16"W |

COMMONWEALTH OF VIRGINIA
JAMES JOSEPH LEWIS, JR.
Lic. No. 2402
LAND SURVEYOR
PRELIMINARY

NOTES:

1. THIS PLAT IS FOR THE SOLE PURPOSE OF SHOWING AN EASEMENT, NO BOUNDARY SURVEY WAS PERFORMED.
2. THE EASEMENT SHOWN HEREON REPRESENTS A PORTION OF THE INTEREST IN PROPERTY DESCRIBED IN DB 1146 PG 723, AND KNOWN AS TM #020-11-001.
3. BEARINGS, DISTANCES, AND MONUMENTS SHOWN HEREON MAY OR MAY NOT CONFORM WITH THOSE THAT WOULD BE SHOWN ON AN ACTUAL BOUNDARY SURVEY, AND NO CERTIFICATION IS MADE TO THAT EFFECT.
4. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT NECESSARILY INDICATE ALL ENCUMBRANCES UPON THE TITLE.

SCALE: 1" = 30'

30' 0 30'

# CSO SEPARATION 1D3.1

## STORM SEWER EASEMENTS ON THE PROPERTY OF: STEPHEN E. & KATHY B. MORRIS 2301 RIVERMONT AVENUE

Wiley|Wilson™ Constant Progress
127 Nationwide Drive
Lynchburg, VA 24502
434.947.1901 .phone
434.947.1601 .fax
wileywilson.com

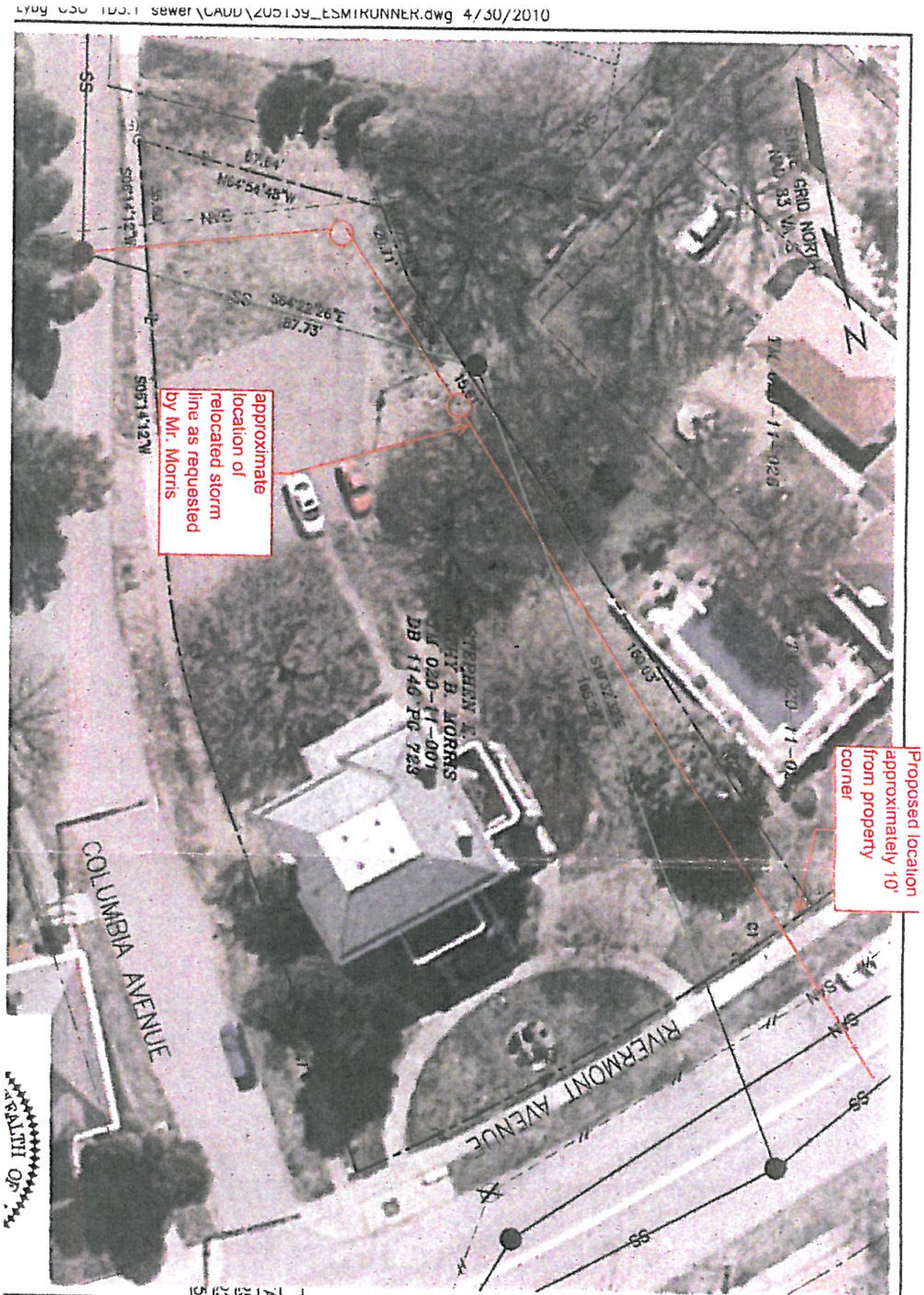
| | | |
|---|---|---|
| DESIGNED BY: GKT/RDL | DRAWN BY: RDL | CHECKED BY: JJL |
| SCALE: 1" = 30' | PROJECT NO.: 05033-S | |
| DATE: AUGUST 14, 2010 | SHEET: 1 OF 1 | |

P:\2005 Projects\205139 Lybg CSO 1D3.1 sewer\CADD\205139_ESMT02.dwg 8/24/2010

File No. B-2106

## Description of Appraised Property:

### Aerial View of Subject Property



# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 28, 2010** AGENDA ITEM NO.: 18

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **PUBLIC HEARING AND CONSIDERATION OF APPROVING THE *2009 (FY 2009-2010) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)* FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM**

RECOMMENDATION: Hold a public hearing to receive comments regarding the *Program Year 2009 (2009-2010) Consolidated Annual Performance and Evaluation Report (CAPER)* for the Community Development Bock Grant (CDBG) and HOME Program and adopt a resolution approving the CAPER for submission to the U.S. Department of Housing and Urban Development (HUD)

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) requires each jurisdiction receiving HUD-administered grants (CDBG and HOME) to draft a *CAPER* and submit it for public review and comment. The *CAPER* describes the City's progress towards the housing and community development goals established within the 2005-2010 Consolidated Plan and the 2009 Annual Action Plan. This *CAPER* is for the period of July 1, 2009, through June 30, 2010. With City Council's approval, the *CAPER,* including a summary of any public comments, will be submitted to the HUD Richmond Field Office on Wednesday, September 29, 2010.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACTS:

Bonnie Svrcek, Deputy City Manager and
Acting Director of Community Development/455-3900
Melva Walker, Grants Manager/455-3916

ATTACHMENT(S):

*Draft Program Year 2009 (FY 2009-2010) Consolidated Annual Performance and Evaluation Report (CAPER)*

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that City Council approves the submission of *the 2009 (FY 2009-2010 Consolidated Annual Performance and Evaluation Report (CAPER)* to the U.S. Department of Housing and Urban Development (HUD).

Adopted:

Certified: ______________________________
Interim Clerk of Council

127L

# Fifth Program Year CAPER

The Consolidated Plan Management Process (CPMP) Tool Fifth Consolidated Annual Performance and Evaluation Report (CAPER) includes Narrative Responses to CAPER questions that Community Development Block Grant (CDBG), HOME, Housing Opportunities for Persons with Aids (HOPWA), and Emergency Shelter Grant (ESG) grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

As a grantee, the City must also submit an updated Financial Summary Report (PR26) in the Department of Housing and Urban Development (HUD) Integrated Disbursement Information System (IDIS).

## GENERAL

### Executive Summary

**Program Year 5 CAPER Executive Summary response:**

The City of Lynchburg reports annually to the U.S. Department of Housing and Urban Development (HUD) on program and project accomplishments funded through the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) entitlement grant programs via the Consolidated Annual Performance and Evaluation Report (CAPER). The questions reflected in the CAPER are drawn from the requirements of the 1995 Consolidated Plan regulations, which were subsequently interpreted in memorandum format and submitted to all CPD Field Directors and Entitlement Grantees in 1998. The City has provided narrative responses, tables, charts, and other supporting data to assure compliance with HUD Consolidated Planning regulations and requirements.

Lynchburg’s Program Year 2009 (PY09)/Fiscal Year 2010 (FY10) CAPER is the fifth report for the Five-Year 2005-2010 Consolidated Plan. The report describes the City’s progress towards the housing and community development goals for the period of July 1, 2009 through June 30, 2010. During this period, the City received CDBG funds in the amount of $845,313 and HOME funds in the amount of $471,162 for programs and activities to assist our community. This funding was utilized to facilitate the City’s and HUD’s mutual goals of providing decent housing, creating a suitable living environment, and expanding economic opportunity for individuals and families earning at or below 80% of the area median income.

The City’s Community Development Department, Grants Administration Division, retains the primary responsibility for the program administration of the CDBG and HOME programs. Lynchburg also receives funds for the Shelter Plus Care Program. This program is administered by a local non-profit agency, Lynchburg Neighborhood Development Foundation (LNDF).

The CAPER is prepared each year to summarize expenditures made in the previous year for the CDBG and HOME programs. This report also provides information on the HOPWA and Shelter Plus Care programs. The CAPER is intended to present community development accomplishments from a broad perspective, in addition to demonstrating what has been accomplished with the programs made possible with HUD funding.

On January 11, 2005, City Council approved the goals for housing and non-housing development, which constitute the priority needs stated in the Plan. These goals reflect the needs that historically have been the needs of the very low-, low-, and moderate-income persons living within the target census tracts. The goals are to:

1. Provide priority assistance to programs designed to create new home ownership opportunities available to low- and moderate-income buyers.

2. Increase the number of owner-occupied units through support of public and private homebuyer programs. Emphasis is to be placed on programs, which require an investment of funds and/or labor on the part of the buyer, which are commensurate with the buyer's resources.

3. Rehabilitate substandard housing units through support of public and private programs. Emphasis is to be placed on programs which require an investment of funds and/or labor on the part of the owner, which are commensurate with the owner's resources. In addition, maintenance of homes will be enforced through applicable ordinances and building code requirements, and through owner initiatives to rehabilitate existing rental properties.

4. Support initiatives to increase permanent affordable housing opportunities for low-income households and Special Needs Populations and encourage regional cooperation of this goal throughout the Region 2000 area.

5. Support the Healthy Neighborhoods Initiative by improving housing stock.

6. Support economic development efforts, which will expand job opportunities and support job retention for low- and moderate-income individuals. Continue to take actions which stimulate private, as well as public investment in designated enterprise zones.

7. Eliminate neighborhood deterioration, blight, and blighting influences through staged redevelopment of public infrastructure, rehabilitation activities, code enforcement, or clearance where needed.

8. Support the organized efforts of neighborhood associations that seek to leverage their resources to improve infrastructure, amenities, and services.

9. Support park and recreation improvements in relation to community need, particularly for low- to moderate-income persons or neighborhoods.

10. Encourage the preservation of properties of special value for historic, architectural, or aesthetic reasons.

11. Support public service providers in meeting the service needs for low- and moderate-income individuals and Special Needs Populations.

Within the City of Lynchburg's Five-Year Consolidated Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low and moderate-income residents. These are the central city neighborhoods that surround the downtown business district and are the seven contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, 12, and 13. The Census Tract Map attached to this document (Map 1) depicts the boundaries of the CDBG target areas in the City.

Population, demographics, and surveys of these neighborhoods show that they have the highest degree of housing need and are where many of the City's very low- and low-moderate-income persons reside. CDBG and HOME funds were allocated citywide providing persons and/or households assisted met the eligibility criteria of the applicable program. The Project Maps attached to this document (Maps 2-4) illustrates the location of all projects funded with Program Year 2008 CDBG and HOME grant funds, with the exception of project activities conducted on a City-wide basis.

The area median family income (AMFI) in 2000 in Lynchburg was $32,234. Residents of the target area earned incomes at or below 60 percent of the AMFI. The predominant race in the target area is African-American. There is a high incidence of rental units in these tracts. Indications of housing cost-burdens, overcrowding, substandard conditions, and the presence of boarded/vacant units is predominate in these neighborhoods.

Within the City there are many public and private resources assisting residents of these neighborhoods in meeting their housing and community development needs. Current market conditions and available resources are documented in the Plan and the service and housing providers identified. Many of these providers receive funds from the CDBG and HOME programs. The Consolidated Plan lays out specific objectives that are designed to reach the goals and that provide quantifiable benchmarks for review during the subsequent yearly process of the Action Plan.

An overriding objective stated in the Plan is to maximize existing partnerships between the private and public sector so that City funds will continue to be leveraged with outside resources. It is through such collaborative efforts that the citizens of Lynchburg can address housing and non-housing needs where they are felt the greatest. Other objectives include:

1) Setting an optimum balance in neighborhoods where 70 percent are owner-occupants;
2) Placing a priority on helping existing owners maintain their homes;
3) Coordinating services with housing, especially for persons with special needs;
4) Preserving existing housing by identifying appropriate present uses for structures and by applying available resources, such as tax credits, for low-income and for historic renovation;
5) Continuing the rental inspection program; and

6) Coordinating the City's downtown revitalization efforts with housing improvement efforts in the target area.

## SUMMARY OF RESOURCES AND DISTRIBUTION OF FUNDS

In the Fifth Year of the Consolidated Plan, Program Year 2009 (FY10), the City received $845,313 in CDBG entitlement funds and $471,162 in HOME entitlement funds. Along with these entitlement funds, reprogrammed prior year funds of $72,633.61 in CDBG and $63,979.19 in HOME, was allocated to eligible projects. The City also estimated program income in the amount of $79,596 for the CDBG Program and $7,800 in the HOME Program. Therefore, the total amount of CDBG and HOME funds the City allocated for projects and activities during the Program Year 2009 was $1,538,019.80. This represented a total of $995,078.61 in CDBG and $542,941.19 in HOME dollars.

The City recognizes that the CDBG entitlement amount was actually $845,313. The difference of $2,464 has been corrected in Program Year 2010. Additionally, the City has corrected the estimated amount of program income for CDBG from $79,596 to $2,433 in Program Year 2010.

The City allocated the majority of its CDBG and HOME funds for projects and activities classified as housing, public service and public facilities. The details and specifics of the services, programs and accomplishments, as well as an analysis of expenditures, is provided in this CAPER.

The following tables outline how the City allocated its CDBG and HOME funds during this reporting period.

### CDBG PROGRAM PROJECTS (2009-2010)

| Project | Award Amount |
|---|---|
| Program Administration (City) | $150,000.00 |
| Program Administration (Lynchburg Redevelopment & Housing Authority) | 24,718.00 |
| Section 108 Loan (Bluff Walk) | 318,284.00 |
| Lynchburg Redevelopment & Housing Authority/Spot Blight Abatement/Acquisition | 288,425.41 |
| Lynchburg Redevelopment & Housing Authority/Rental Rehab | 100,000.00 |
| Hunton-Randolph Community Center Renovations | 25,000.00 |
| Jubilee Family Development Center (Public Service) | 20,000.00 |
| Miriam's House (Public Service) | 20,000.00 |
| The Gateway House, Inc. | 25,000.00 |
| YWCA Domestic Violence Prevention Center (Public Service) | 23,651.20 |
| **TOTAL CDBG PROJECTS** | **$995,078.61** |

## HOME PROGRAM PROJECTS (2009-2010)

| Project | Award Amount |
|---|---|
| Home Administration (City) | $54,294.00 |
| Lynchburg Neighborhood Development Foundation Neighborhood Stabilization Program | 180,000.00 |
| Lynchburg Community Action Group (Lyn-CAG) | 110,000.00 |
| Lynchburg Community Action Group Homebuyer Program (CHDO) | 70,000.00 |
| Rush Lifetime Homes (Independent Housing) – CHDO Project | 128,647.19 |
| **TOTAL HOME PROJECTS** | **$542,941.19** |

On September 13, 2010 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2009 Consolidated Annual Performance Report (CAPER) was available for public review for a 15-day public comment period. The advertisement stated that City Council would be conducting a public hearing on September 28, 2010 to receive public comments regarding the draft CAPER.

In addition to the 15-day public comment period and the public hearing held by City Council, copies of the draft CAPER were made available for public review at the following locations in and throughout the City:

- Community Development Department, Grants Administration Division, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at www.lynchburgva.gov

**General Questions**

1. **Assessment of the four-year goals and objectives:**

    a. **Describe the accomplishments in attaining the goals and objectives for the reporting period.**
    b. **Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.**
    c. **If applicable, explain why progress was not made towards meeting the goals and objectives.**

**Program Year 5 CAPER General Questions Response:**

## ASSESSMENT OF HOUSING GOALS AND PRIORTIES

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified within the 2005-2010 Consolidated Plan. These goals helped to form the priorities identified in the City's 2009 Consolidated Annual Action Plan, and the strategies to be used or implemented in order to achieve the stated goals. To provide this comparison, the City has narrated the actual achievements for each program/activity in which funds were expended during the Program Year 2009, which is the fifth and final reporting period of the 2005-2010 Consolidated Plan.

The City would like to acknowledge that the Community Development Department's Grants Administration Division encountered some crucial programmatic and operational challenges in this current program year. These challenges adversely impacted and immobilized both the internal and external productivity and administration of our grants. However, with the guidance and assistance of the HUD Richmond Area Office, and other qualified professionals, as well as the reorganization of the Department of Community Development and, specifically, the Grants Administration Division we are making significant strides to adopt a more regulated and structured approach to the way our grant programs and funds are administered.

As the Division prepares to move forward to address the challenges it has encountered, the staff is committed to the performance of the tasks, and the implementation of the management tools that are necessary to strengthen the administration of our grant programs/funds. Such management tasks and tools include, but are not limited to:

1. Modify our annual grant application forms to include or require more specific information (i.e., project costs, timeframes, staff time and responsibilities, letters of commitment from all funding sources, etc.) related to the project or activity for which funding is requested;
2. Develop and implement effective internal policies and procedures that clearly communicate the City and/or HUD's expectations and requirements;
3. Modify written sub-recipient agreements that are relevant to the type of funding received, that includes both local and HUD compliance

requirements, which will help facilitate the City's management and monitoring;

4. Provide ongoing technical assistance and training for potential applicants and sub-recipients; and
5. Train and allocate sufficient time and staff necessary to: 1) clean-up discrepancies; 2) provide and/or update accomplishments and status of projects/activities; and 3) to put processes and procedures in place to ensure the input of accurate information, and the maintenance of HUD's performance management system, the Integrated Disbursement Information System (IDIS) on an ongoing basis.

## PRIORITY #1: CREATE NEW HOMEOWNERSHIP OPPORTUNITIES FOR LOW-TO-MODERATE-INCOME FAMILIES

**Goal 1: Provide priority assistance to programs designed to create new home-ownership opportunities available to low- and moderate-income buyers.**

**Goal 2: Increase the number of owner-occupied housing units through support of public and private homebuyer programs. Emphasis is placed on programs that require an investment of funds or labor on the part of the buyer, which are commensurate with the buyer's resources.**

Note: These two goals are directly related to the HOME Program. See HOME Program Narrative (Pages 39-44) for the accomplishments.

## PRIORITY #2: REHABILITATION OF SUBSTANDARD HOUSING UNITS

**Goal 3: Rehabilitate substandard housing units through support of public and private programs. Emphasis is to be placed on programs which require an investment of funds and/or labor on the part of the owner, which are commensurate with the owner's resources. In addition, maintenance of homes will be enforced through applicable ordinances and building code requirements, and through owner initiatives to rehabilitate existing rental properties.**

The City has made significant efforts in providing financial support for the rehabilitation of substandard housing units through the partnership with agencies and organizations such as Lynchburg Neighborhood Development Foundation (LNDF), Lynchburg Redevelopment and Housing Authority (LRHA), Greater Lynchburg Habitat for Humanity (GLHFH), Rebuilding Together Lynchburg, Lynchburg Covenant Fellowship, other agencies, and non-profit organizations.

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Lynchburg Community Action Group (Lyn-CAG)

To achieve the objective of making all housing units safe, decent and affordable it is necessary to extend assistance to private property owners, particularly low and moderate-income homeowners.

Lyn-CAG through its Housing Rehabilitation Program expended funds from the previous year's allocation (Program Year 2008) in the amount of $40,243 to provide home rehabilitation assistance to eight (8) owner-occupied households. The property addresses are as follows:

1. 302 Westover Boulevard
2. 502 Warren Avenue
3. 815 Second Street
4. 2220 Park Place
5. 1403 Fillmore Street
6. 613 7th Street
7. 7160 Meadowbrook Place
8. 4617 Richmond Highway

The assistance was provided to seventeen (17) persons; of these seven (7) were White; ten (10) were African-American; and all were low-to-moderate-income persons who were within the very low (50%); extremely low (30%); and Low (80%) of the Median Family Income (MFI) level.

In addition to the CDBG and HOME funds expended for housing rehabilitation, Lyn-CAG received from other financial sources a total of $374,005. These funds were received from the Department of Energy Weatherization Assistance Program (WAP) ($22,461), Department of Health and Human Services Low-Income Home Energy Assistance Program (LIHEAP) ($215,808), State Community Services Block Grant (CSBG) ($102,571), United Way of Central Virginia ($20,950), and gifts-in-kind ($12,215) for donated materials.

In Program Year 2009 Lyn-CAG received $70,000 of American Recovery and Reinvestment Act (ARRA) funds. These funds are being used for homeowner housing rehabilitation projects.

Rebuilding Together Lynchburg- Housing Rehabilitation

Rebuilding Together Lynchburg is a part of a national organization called Rebuilding Together, with a local chapter in the City of Lynchburg and other neighboring and surrounding counties.

Since a disproportionate amount of the repairs are actually performed by volunteers, the organization receives grant funding and contributions for operational costs such as, cost of materials, executive director's salary, and cost of the labor for specialty laborers/contractors (i.e., plumbers, electrician, mechanical HVAC, etc.). Rebuilding Together Lynchburg is very active in providing repair assistance to low-to-moderate-income homeowners with a particular emphasis or concentration on the elderly and disabled.

During this reporting period, Rebuilding Together expended $25,482 of Program Year 2008 allocated funds. The agency assisted 37 low-to-moderate-income homeowners with these funds. Of these households: nine (9) were White; twenty-seven (27) were African-American; one was Native Hawaiian/Other Pacific Islander and all households were low (51-80%) or very low-income (below 50%) of the Median Family Income (MFI) level.

Rebuilding Together received funds in the amount of $89,785 from other non-profits, foundations, corporations, and individuals that enabled them to assist other low and very low-income homeowners with minor rehabilitation repairs.

In Program Year 2009 Rebuilding Together received $58,816 of American Recovery and Reinvestment Act (ARRA) funds. To date, there have been six (6) homeowner housing rehabilitation projects completed with these funds.

Lynchburg Redevelopment and Housing Authority (LRHA)

LRHA received $288,425 of Program Year 2009 CDBG funds to address slum and blighted properties within targeted areas and neighborhoods. The funds will be used for the acquisition, disposition, and related soft costs of housing structures that are deteriorated and have a detrimental impact on surrounding properties and neighborhoods.

During this reporting period, LRHA expended $16,590 of Program Year 2006 Spot Blight allocations for soft costs associated with planned acquisitions of properties in the Spot Blight Program. The Program Year 2006 unexpended balance is $2,266.

LRHA expended $115,706 of Program Year 2009 funds. These funds were expended for the planned acquisition of 519-521 Winston Ridge Road, soft costs associated with the planned acquisition of 516 Polk Street and 416 Pine Street and delivery costs associated with planned acquisitions within the Spot Blight Program. The Program Year 2009 unexpended balance is $172,719.

During this reporting period, LRHA continued to maintain the Homesteading Program. The primary goal of the Homesteading Program is to encourage and increase the rehabilitation of vacant and deteriorating structures in these neighborhoods. Participants who submit an acceptable rehabilitation proposal to the Authority, and meet all the program requirements, may receive title to the property for one dollar. Although the qualifying criteria for participation does not specifically target or benefit low-to-moderate-income persons or homebuyers, it does provide a programmatic tool that is used to:

1) Attract homebuyers or residents who would not likely be attracted to slum/blighted, low-to-moderate income neighborhoods; and
2) Entices participants who will occupy the properties as their primary residence and who demonstrate the ability to properly maintain the properties in the future.

In addition, LRHA is currently accepting proposals for the acquisition and rehabilitation of previously-acquired CDBG properties. These properties will be sold to persons who will occupy the property as their primary residence upon completion of the rehabilitation. The properties are located at 2401 Poplar Street, 611-613 Washington Street, 302 Cabell Street, 206 Norwood Street, 921 Taylor Street, and 119 I Street. These substandard properties are located in the White Rock Hill, Diamond Hill, and College Hill Neighborhoods and the Daniels Hill Redevelopment and Conservation Area.

Lynchburg Redevelopment and Housing Authority (LRHA) – Rental Rehabilitation Program

In an effort to encourage owners of substandard rental properties to make improvements to their properties, LHRA provides financial assistance through a Rental Rehabilitation Grant Program. A portion of CDBG funds that the City allocates to LRHA annually are used to support this program. In order to participate in the program the properties must be located in the designated areas or boundaries within the City of Lynchburg.

Fifty percent (50%) of the total amount of the improvements, or a maximum of $5,000 whichever is less, is provided to the rental property owners on a matching basis only. The improvements generally include updating, replacement or conversion of heating and air systems, window and roof replacement, and other internal or external repairs. In accordance with the regulations, the improvements that are made by rental property owners, who are also participants in LRHA's Section 8 Program, are segregated to major systems replacement or repair.

LRHA received $100,000 in Program Year 2009 for the Rental Rehabilitation Program. LRHA expended $64,300 of the CDBG allocations from the funds remaining in Program Years 2006, 2007 and a portion of the funds allocated in Program Year 2009. These funds provided assistance to four (4) tenant-occupied properties below:

PROPERTIES ASSISTED THROUGH RENTAL REHABILITATION GRANT PROGRAM

616-618 Norwood Street
102 Oakley Avenue
1213 Pierce Street
1105 Fillmore Street

**HOME PROGRAM**

Note: This goal is also related to the HOME Program. See HOME Program Narrative (Pages 39-44) for these accomplishments.

**PRIORITY #3: SUPPORT AFFORDABLE PERMANENT HOUSING INITIATIVES: REGION FOCUS**

**Goal 4: Support initiatives to increase permanent affordable housing opportunities for low-income household and Special Needs Populations* and encourage regional cooperation of this goal throughout the Region 2000 area.**

***Special Needs Populations include, but are not limited to, the mentally ill, mentally disabled, physically disabled persons, substance abusers, addicts, persons with AIDS, the homeless, and elderly persons in need of supportive housing.**

The City has traditionally, and will continue to support and partner with housing and public service providers to meet the needs of low-to-moderate-income persons, homeless individuals and families, and persons with disabilities or other special needs. The City has approved CDBG and HOME funds (specifically for housing development or rehabilitation) that were used to address the need for permanent and/or long-term housing for the City's special needs population.

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

### Miriam's House – Enhancing Special Needs Housing

Miriam's House is a long-term transitional housing program for women with or without children. It is not a shelter because it seeks to be preventative in the realm and quality of the environment that it provides for the children, and rehabilitative for the adults. The City approved and Miriam's House expended CDBG funding in the amount of $20,000 for Program Year 2009, which was used to support or supplement its operational costs related primarily to staff salaries for the counselors and other service providers. As in previous years, Miriam's House has methodically made housing, programs, and service provisions available for this special needs population.

During this reporting period, Miriam's House served twenty-seven (27) women and they had sixteen (16) children. Of the women who received services: seventeen (17) were White; ten (10) were African-American and all were extremely low-income persons.

### City of Lynchburg, Miriam's House and Lynchburg Neighborhood Development Foundation (LNDF) – Special Needs Housing

In addition to the CDBG funding, the City, as the recipient of Shelter Plus Care (S+C) grant, continues to work, in conjunction with Miriam's House and LNDF, to achieve the overall goals and objective of the grant program. The S+C program promotes the achievement of self-sufficiency for formerly homeless persons with disabilities by providing permanent supportive housing. Miriam's House continued, in Program year 2009, as the supportive services provider, and LNDF was responsible for provision of the permanent housing or the Sponsor-based Rental Assistance (SRA). The S+C grant current reporting period was June 17, 2009 – June 16, 2010. During that period, LNDF provided SRA to ten (10) participants, which averaged approximately $4,691 per month. The total annual amount of the supportive services match was $26,937. Outlined below is a demographic breakdown of the S+C participants that received sponsor-based rental assistance during the reporting period.

| # OF SINGLES NOT IN FAMILIES | # OF ADULTS IN FAMILIES | #OF CHILDREN IN FAMILIES | # OF FAMILIES |
|---|---|---|---|
| 3 | 9 | 13 | 9 |

The racial breakdown of the participants includes eleven (11) White and one (1) African-American.

### The Gateway House, Inc.

The Gateway House, Inc. draws from a wide base of supporters who believe that anyone who is willing to try deserves a second chance in life. The mission and purpose of the program is to provide structured housing and access to rehabilitative services in a safe, supportive, and accountable environment. An environment that encourages homeless men in recovery from alcohol and substance abuse to rebuild their lives. The residents have access to meals and life-rebuilding programs and services which teach them to: identify needs for personal growth and health; establish a solid recovery support system; obtain employment; identify financial and legal obligations; and begin saving toward obtaining permanent housing.

The Gateway Program's goal paralleled the commitment of the City to support initiatives that targeted the special needs population. For that, and other reasons, the City awarded The Gateway House, Inc. $25,000 in CDBG funds to help support the costs to operate (salaries and benefits of The Gateway's staff). All of the $25,000 allocation was expended during the program year.

The Gateway facility housed a total of twenty-seven (27) men during this reporting period. Of these persons: twenty-four (24) were White; three (3) were African-American; and all were very low-income persons.

Rush Lifetime Homes of Central Virginia

Rush Lifetime Homes, Inc. (Rush Homes) provides housing along with supportive services to people with disabilities who are experiencing homelessness in Central Virginia. The agency provides services necessary for eligible clients to achieve self-sufficiency. Such services include case management, education, employment assistance, child care, etc. Rush Homes has three (3) housing units in Lynchburg and two (2) in Madison Heights in which they provide case management to six (6) residents. Funds received to provide operational support for this program included $51,100 from the Supportive Housing Program through HUD and $10,797 in tenant rents. Rush Homes documented approximately 75 volunteer hours for this project this program year.

The racial data for the persons served included four (4) white persons and two (2) African-Americans. All of the persons were extremely low-income persons.

**HOME PROGRAM**

Note: This goal is also related to the HOME Program. See HOME Program Narrative (Pages 39-44) for the accomplishments.

**Goal 5): Support the Healthy Neighborhood Initiative by improving housing stock.**

**Goal 7): Eliminate neighborhood deterioration, blight, and blighting influences through staged redevelopment of public infrastructure, rehabilitation activities, code enforcement, or clearance where needed.**

Another important aspect of improving and sustaining community livability and services is to build on the existing assets within the various neighborhoods by investing in existing housing stock through revitalization and rehabilitation efforts. Also, creating opportunities to make home ownership available to qualified individuals and providing assistance to help homeowners keep their homes helps to strengthen neighborhoods. Some of the investments that have been made during this program year include:

Lynchburg Redevelopment and Housing Authority (LRHA)

LRHA continues to work with the City's designated redevelopment and conservation areas and neighborhood to eliminate blighted and deteriorated properties and other influences to achieve the goal and objectives of a healthy neighborhood initiative. The agency further promotes this initiative, and equally the goal of increased homeownership opportunities, by identifying and acquiring unimproved parcels and making gift conveyances to local non-profit housing agencies for the construction of first-time homebuyers units.

The City has had an ongoing funding commitment to LRHA for the support of such community developments efforts and neighborhood revitalization activities as identified below. The support that the City provides to LRHA, and the other non-profit organizations previously narrated, positively contribute to:

- The rebuilding of a predominately residential neighborhood and areas that were historically active and flourishing commercial "hubs" of the community like, the Fifth Street Revitalization Plan;
- Creating housing opportunities and supportive services and amenities for low and low-to-moderate-income persons; and
- The rehabilitation and improvement of deteriorating housing stock, for both owner and tenant occupied, in order to increase their functional and economic lives.

Listed below is a breakdown of the LRHA programs/activities that received and expended CDBG funds from the City during this reporting period.

| **Program/Activity** | **Amount of Funds Allocated for PY 2009** | **Amount of Funds Expended PY 2009*** |
|---|---|---|
| Spot Blight/Abatement | $288,425 | $64,300 |
| LRHA-Rehab (DC) | | 17,550 |
| LRHA-Disposition (DC) | | 13,000 |
| LRHA – Acquisition (DC) | | 29,900 |
| LRHA – Administration | 24,718 | 29,268 |
| LRHA – Tinbridge Hill Acquisition | | 3,984 |
| LRHA – Rental Rehab | 100,000 | 64,300 |
| Property Repair and Maintenance | | 12,288 |
| Daniel Hill Acquisition | | 548 |
| **Total Allocated/Expended Amounts** | **$413,143** | **$235,138** |

*The total amount of expenditures this period was from Program Year 2009 allocations and previous years' grant allocations for rehabilitation, acquisition, and disposition delivery costs (DC). LRHA is proceeding with expending the remaining funds allocated from previous years and those allocated in Program Year 2009.

Also listed below are the properties (both vacant and with structures) that have been acquired and/or disposed of during this reporting period. These vacant parcels and structures have been acquired and/or disposed in order to assist in the implementation of the strategies that are necessary to accomplish many of the goals and priorities cited and addressed in this report.

REAL ESTATE ACQUIRED BY LRHA DURING PROGRAM YEAR 2009

1) 1207 Eighth Street (Reverted back to LRHA) (with structure)
2) 519-521 Winston Ridge Road (Eminent Domain Petition filed with Court-Awaiting completion of acquisition)

REAL ESTATE DISPOSED BY LRHA DURING PROGRAM YEAR 2009

1) 513 Dinwiddie Street
2) 921 Taylor Street
3) 1207 Eighth Street
4) 206 Norwood Street
5) 103 Jackson Street

Fifth Street Master Plan - Infrastructure

Fifth Street Corridor Plan

The City of Lynchburg in partnership with the Fifth Street Community Development Corporation (CDC) is working to revitalize the Fifth Street Corridor by implementing the Fifth Street Corridor Plan. The plan was adopted by the City Council on May 23, 2006. The purpose of the Plan is to provide a vision and a blueprint for the revitalization of the Fifth Street corridor between Main Street and the Martin Luther King, Jr. Memorial Bridge. Fifth Street serves as a gateway to the City's Downtown and the College Hill, Garland Hill and Tinbridge Hill neighborhoods which are located within CDBG targeted census tracts.

Construction of the first phase of the Fifth Street improvements was completed in September 2009 and included a two block area fronting Fifth Street between Harrison and Jackson Streets. The project included the construction of an urban roundabout flanked by plaza areas at the intersection of Fifth and Federal Streets which is the center of the corridor. Streetscape improvements in the form of wider sidewalks, street trees, historic style lighting, and the placement underground or relocating of overhead utilities were completed as part of the project. Aging water and sewer lines were also replaced. On-street parking to benefit local businesses was also added throughout the length of the entire corridor where appropriate. Phase I was completed at a cost of $1.75 million which included $122,949 in CDBG funds.

Since completion of Phase I, benches, trash cans, bus shelters, and electrical service to the roundabout have or soon will be added to the Corridor. These additions are being funded by $54,800 in stimulus funding of which $42,373 has been encumbered and $10,507 has been expended.

Recently announced is the planned purchase of property owned by LRHA on the northeast corner of the roundabout by LNDF. LNDF plans to construct commercial and residential units on the property. LNDF recently completed a significant new addition to the Fifth Street corridor with the recent renovation of the historic Pyramid

Motors building on Federal Street. The 22,000 square foot building was converted to house obstetrics and pediatrics for the Johnson Health Center and for Centra Health's Program of All Inclusive Care for the Elderly (PACE). Historic and New Market Tax Credits were utilized for the $5 million project. These recently completed and planned projects are supported by the revitalization efforts funded by CDBG and City capital dollars.

Phase II of the Fifth Street improvement project which will include the blocks from Harrison to Church Street is scheduled to be "bid" in January 2011. The project will include the same streetscape amenities as constructed in Phase I, but will include more significant water and sewer line replacements. Phase II will include $100,000 of CDBG funds; total cost of Phase II is estimated at nearly $400,000.

Lynchburg Neighborhood Development Foundation (LNDF) – Pyramid Project

LNDF, in partnership with the Virginia Community Development Corporation (VCDC), engaged in a large-scale community development project in a section of Lynchburg that is in the early stages of revitalization. Fifth Street, a once thriving commercial center for the African-American community of Lynchburg, has experienced a decline as a result of economic and social changes in the City. As a result of several years of work on the part of the City and area residents a plan for revitalization and redevelopment of Fifth Street, the Fifth Street Corridor Master Plan was approved by City Council in 2006. LNDF has been working in the neighborhoods adjoining Fifth Street for the past twelve years.

LNDF acquired and renovated the CW Warthen Building (407 Federal St.) into a 22,000 square foot medical services facility, housing two tenants serving the needs of the medically-underserved and the low-to-moderate-income elderly of the region. The building has been placed on the state and national historic registers and qualified for Historic Preservation Tax Credits. The use and location of the project allows it to be eligible for another source of equity investment, New Market Tax Credits, a federal tax incentive for commercial development in distressed areas. The combination of these investment mechanisms and the participation of a national community development lender, Local Initiatives Support Coalition (LISC), allow LNDF to provide a high-quality space to tenants for a very affordable rent. The construction contractor was C.L.Lewis and incorporated many "green" elements in the renovation, including the use of solar power for certain energy components.

PACE, which stands for Program of All-Inclusive Care for the Elderly, is a medically-based model that permits elderly participants to continue living at home while receiving social, medical and rehabilitative services. PACE is a national program whose local agencies serve some of the most vulnerable patients in our system – the indigent, frail elderly. The need for PACE was recognized several years ago and recently, the Centra Health Board of Directors is the major program sponsor. PACE occupies half the building.

Johnson Community Health Center (JHC) is a federally-qualified community health center, created in 1998, serving the region, especially targeted populations, such as minorities, the socially-economically disadvantaged, and the medically underserved. JHC has tripled its patient base since its inception in 1998 and provides excellent primary care to the residents of Lynchburg. The main facility of JHC is located in Tinbridge Hill, a low-income, distressed neighborhood. JHC has other sites in the area providing specialized care, such as dental and obstetrics. Growth projections call for increased pediatric and women's health services. JCH occupies half the building.

The Pyramid Project is a leading force in the redevelopment of Fifth Street. The impact of this project will be felt in a variety of ways – the most important of which will be to show the private sector that reinvestment in Fifth Street is good business. The project also will improve conditions for the people living in the surrounding neighborhoods by bringing services and economic opportunities to this community. The benefits specific to this project include: preserve a historic building next to Fifth Street; attract private investment into Lynchburg; generate more activity – increase in medical staff and patients; provide more medical services to area residents, especially low- and moderate-income; and support and stimulate commercial and retail businesses along Fifth Street.

In Program Year 2008 the Pyramid Project was awarded $49,594 of CDBG funds to assist with the acquisition costs of the building located at 407 Federal Street. During this reporting period, the acquisition was completed and the funds have been expended.

## NON-HOUSING COMMUNITY DEVELOPMENT GOALS AND PRIORITIES

### PRIORITY #4: SUPPORT ECONOMIC DEVELOPMENT

**Goal 6: Support economic development efforts, which will expand job opportunities and support job retention for low- and moderate-income individuals. Continue to take actions that stimulate private, as well as public investment in designated enterprise zones.**

The City's goal is to encourage more commercial and industrial development in order to provide more jobs in the CDBG-targeted neighborhoods. To facilitate this, the City will use the following strategies: (1) continue participation in downtown redevelopment and revitalization especially to support the majority of residents who are low- and moderate-income; (2) continue to provide support for facade improvements to businesses in the downtown census tract to further redevelopment in this area and instill pride in our Main Street; (3) encourage continued support from the area banks in the privately-funded Enterprise Zone Loan Pool, which provides reduced rate loans to eligible businesses; (4) continue to support the Business Development Centre, a non-profit organization which provides Small Business Administration loans, other loans, and technical assistance to emerging businesses; and (5) continue participation in the Virginia Initiative for Employment not Welfare Program (VIEW) that encourages welfare recipients to take advantage of job opportunities that will promote work and encourage the formation and maintenance of stable families.

The City has two Enterprise Zones: Enterprise Zone Number 2 - Downtown and Enterprise Zone Number 46 – Lynchpin. Most of the downtown redevelopment and commercial and industrial development will increase the number of jobs and wages for low-to-moderate-income persons, decrease vacant and/or dilapidated non-revenue producing properties, increase business sales volume in the revitalized neighborhoods and increase small business loans in targeted neighborhoods.

The City continues its implementation of the DowntownlRiverfront Master Plan adopted in March 2001. Sasaki & Associates and Economics Research Associates developed the twenty-year plan encompassing a sixty-block area. Implementation continues to focus on four areas: infrastructure/public space improvements, culture and entertainment, commercial development, and government projects, and is supported by City Council's annual commitment of $1 million in capital funds annually.

Private development continues to increase downtown and includes new and expanded restaurants, stores, and offices. A major new lodging, dining, and meeting facility, the BluffWalk Center opened in 2008. It includes the Craddock Terry Hotel, a boutique hotel with forty-three individually unique guestrooms and a conference center, Shoemakers Grille, a mid-range restaurant, Waterstone, a casual restaurant, and the Jefferson Street microbrewery in two renovated buildings, one previously a shoe factory and the other a tobacco warehouse.

Housing is a critical component of the Downtown Master Plan adding twenty-four hour a day/seven days a week life to the streets and increasing demand for retail and entertainment. Several new loft apartment housing projects have been built and others are in planning. City Market Lofts is now leasing its sixty-seven units and has already gained new tenants for part of its 12,500 square feet of retail space. The project is located adjacent to the City's Community Market, which will further enhance the historic market and add more "critical mass" in specialized retail (*i.e.,* crafts and antiques) downtown. The 10 unit Parlor Lofts project, at the corner of Ninth and Main Streets, was recently completed and fully leased. At street level, a restaurant/convenience store has occupied the space. The developer has also acquired an adjacent building and is up fitting eight (8) additional loft apartments. In addition, the ground floor will be leased to retail tenants. In the same block, 14 loft apartments have been completed and leased over existing commercial space. A number of other loft conversions are either underway or anticipated downtown.

Other private development includes The Academy of Fine Arts, which began major construction of a fly tower valued at $2 Million during 2008. This is an integral component toward the phased Historic Theatre Renovation project. In addition to the Academy, the Pyramid Motors renovation project redeveloped a historic building previously used as car dealership, into a health center used to serve the community. This project was valued at $2.2 Million.

Public projects consisted of the construction of a new Juvenile and Domestic courthouse valued at $13 million and has been completed during this program period.

During this program year the Business Development Center did not make any loans from its CDBG Revolving Loan Fund; however, the Center did continue providing technical assistance to potential small business owners. The Center conducted training classes, marketing workshops, and one on one consultation with participants who were exploring small business ownership and/or loans. During the life of the CDBG Revolving Loan Fund, there have been 20 loans granted with a total value of $165,250. Currently, there is $54,836 available for new loans.

In the previous Consolidated Plan (2000-2005) and as referenced above, the City guaranteed $3,200,000 in HUD Section 108 loan funds for the Bluffwalk Center project. The project has produced approximately $8,838,038 in Historic and New Market Tax Credit equity, most of which has gone directly into the Lynchburg economy in terms of construction jobs and construction materials, over the past six years. As a result of these investments, 54.6 full-time equivalent jobs were made available to low-to-moderate-income individuals within this project.

During this reporting period the hotel component of the Bluffwalk Center project has continued to experience financial difficulties. In August 2009, the City paid the $251,086 Section 108 principal payment loan obligation to HUD.

**Goal 8: Support the organized efforts of neighborhood associations that seek to leverage their resources to improve infrastructure, amenities, and services.**

**Goal 9: Support park and recreation improvements in relation to community need, particularly for low-moderate persons or neighborhoods.**

**Goal 10: Encourage the preservation of properties of special value for historic, architectural, or aesthetic reasons.**

Mary Bethune Academy – Building Renovations

Mary Bethune Academy provides child care for children between two and five years of age. Special emphasis is placed on the needs of inner city and at risk families. The staff provides child care and educational activities to prepare the children for preschool and/or kindergarten.

The Academy is located in a City-owned former school building that was constructed in 1925. Over the years there have been constant maintenance and renovation projects for this building so that the child care center could continue to operate. During Program Year 2008, CDBG funds in the amount of $50,000 was awarded for a bathroom relocation to the upper level, office renovation, and the establishment of an infant-toddler area in the former bathroom area on the lower level.

A construction contract was awarded for these renovations. A total of $32,661 was expended during Program Year 2009. There are some miscellaneous renovation costs to be incurred in Program Year 2010 and the remaining funds will be expended.

The Academy provided services to 140 children/families during this reporting period. Of these persons served: twenty (20) were white; one hundred (100) were African-American; and twenty (20) were African-American and White. All of the families were low-income individuals.

Diamond Hill Recreation Center – Building Renovations

The Diamond Hill Recreation Center, located at 1005 Seventeenth Street, is a neighborhood recreation center that is owned and operated by the City of Lynchburg for the residents of the Diamond Hill neighborhood. The Center is located in Census Tract 11 of the CDBG-targeted area.

Due to the much needed building repairs necessary for the Center, there were CDBG Program Year 2006 funds in the amount of $125,744 allocated for the renovation of the building. Phase I of the renovation project has been completed. This work included: clearing and grubbing of a purchased parcel of property for a parking lot across the street from the Center; construction of storm water and sidewalk infrastructure, erosion control measures; installation of parking lot lighting; construction of American with Disabilities Act (ADA) playground replacement and supportive design services.

Phase II of the building renovation project is underway. City staff is reviewing construction drawings and bid documents. This Phase will include continued site work, installation of recreational amenities, and landscaping.

In addition to the above-stated CDBG allocated funds, the City reallocated an additional $20,000 of CDBG funds that was previously designated for the Yoder Recreation Center project.

The City has expended approximately $223,851 which included Capital Improvement Project (CIP) funds in the amount of $111,388 and $112,462 of the allocated CDBG funds for the completion of Phase I of this project. The project is proceeding as planned and Phase II of the project should be completed within Program Year 2010.

Hunton-Randolph Community Center – Building Renovations

The Hunton-Randolph Center is a non-profit organization located at Twelfth and Taylor Streets. The organization was established to provide educational, enrichment, and recreational programs to families within the CDBG-targeted areas but particularly those living within Census Tracts 6 and 11.

In Program Year 2008 the Hunton-Randolph Center was allocated $30,000 for the rehabilitation/renovation of the Center. A portion of the rehabilitation work has been completed and there was $19,927 expended. The project is continuing and should be completed during Program Year 2010. During this reporting period the Center staff served 1,288 persons. Of these persons, the racial breakdown is as follows: one thousand forty (1,040) African-American; one hundred ninety-one (191) White; fifty-seven (57) African-American and White; and eight (8) Hispanic.

**Goal 11: Support public service providers in meeting the service needs for low- and moderate-income individuals and Special Needs Populations.**

The City has historically recognized the significance of our public service providers, and ensured that CDBG funds, not to exceed the 15% Public Service cap, were made available to them.

Young Women's Christian Association (YWCA) – Domestic Violence Prevention Center (DVPC)

The 2009 CDBG funds ($23,651) provided by the City were used to pay a portion of the DVPC Director's salary. The DVPC is an emergency shelter for abused women and children, who are in most cases, severely financially challenged. There was $22,149 expended during this reporting period.

The Center makes available to these women and children various programs and services such as intervention, court advocacy, counseling and food, and referral services. During the program year, the DVPC provided shelter and services for 5,666 persons of various racial and ethnicity categories. Such diversity included: Hispanic/Latino (108 persons); Asian (15); White (3,809); African-American (1,808); and American Indian/Alaskan Native and White (7). In addition to the shelter and services provided, the DVPC answered 4,998 hotline calls and provided 4,154 nights of shelter.

Success by 6 Coalition – (Gus the Learning Bus)

Success by 6 Coalition is an early childhood development initiative serving Central Virginia. The Coalition is made-up of community leaders from the business, government, education, health and human services agencies coordinated by the United Way of Central Virginia. The goal of the Coalition is to ensure that all children are prepared to succeed in school.

Although Success by 6 did not receive any CDBG entitlement funds, the Program was allocated CDBG-R funds in the amount of $18,200 for Program Year 2009. The funds were used to help support the operation and delivery costs incurred for "Gus the Learning Bus" during the program period. The expenditures or costs incurred included educational materials to be placed on the bus, fuel and regular/needed maintenance and equipment for the bus, and salaries for part-time drivers of the bus.

College Hill Neighborhood School (CHNS)

The College Hill Neighborhood School (CHNS) has historically provided parenting and childhood education and daycare services to low-to-moderate clientele in the College Hill Neighborhood. In Program Year 2007 and Program Year 2008 the College Hill Neighborhood School was awarded $10,000 and $3,481, respectively, of CDBG funds to expand their traditional parenting and childhood education program and daycare services to include women who populate the emergency and transitional shelters in the area. There are three shelters within the School's neighborhood that provide short-term housing for women and children. Many of these women have preschool age children who because of their circumstances have little or no chance of attending a preschool program.

There was $2,473 of CDBG funds expended during this reporting period to provide educational materials and direct costs for the children served. Full expenditure of funds has been delayed due to turnover of the staff at the CHNS. City staff is continuing to work with the School's staff and providing technical assistance to achieve the School's objectives.

White Rock Hill Education Center (After School Program)

The White Rock Hill Education Center (WRHC) is a community facility for the residents who live in the White Rock Hill neighborhood. In Program Year 2008 the WRHC was allocated $4,000 of the CDBG public service funds. The funds were allocated to support the program delivery (salaries of program staff) for the After School Program. The Program provides for a tutorial program to assist at-risk youth with their educational needs. These funds were spent during this program period; however, the accomplishments were reported in Program Year 2008. WRHC continues to operate the program on an ongoing basis.

Jubilee Family Development Center (JFDC) – Science, Technology, Engineering and Math (STEM) Center

Jubilee Family Development Center is a non-profit organization and community facility that provides educational and recreational services to residents of the area neighborhoods. The JFDC was awarded Program Year 2009 CDBG funds in the amount of $20,000 to help support its Science, Technology, Engineering, and Math (STEM) Program that prepares students to improve their core academic skills so that they are able to move on and master the "new literacy" skills necessary to compete in today's technology laden job market. The program is designed to target disadvantaged youth and their parents to focus on the development of reading and writing skills to build towards the development of advanced skills in math, science, technology, and engineering. This building block program's project goals seek to match the target group with local employers whose labor pool has been reduced due to the lack of skilled workers in the energy and utilities (nuclear, electrical, gas) industries.

The CDBG funds were expended by JFDC and used to supplement the overall operation of the STEM Center Program. The STEM Center provided programs to 149 families. Of these families served: three (3) were White; one hundred forty-six (146) were African-American. All of these youth were from low-income households.

Hunton-Randolph Community Center – (Youth Programs)

The Hunton-Randolph Center is a non-profit organization located at Twelfth and Taylor Streets. The organization was established to provide educational, enrichment, and recreational programs to families within the CDBG-targeted areas but particularly those living within Census Tracts 6 and 11.

The Center received $25,000 in CDBG funds to provide direct costs associated with three of the family programs at the facility. These programs are: (1) College Focus to provide guidance for college entry after high school; (2) Heart Health Fitness will assist seniors in developing a more active lifestyle; and (3) Healthy Kicks After School Tutorial that will address anger management, bridging the achievement gap, childhood obesity and healthy eating habits.

The Center did not expend any funds for this activity during this reporting period. City staff is currently providing technical assistance to the Center staff to complete this activity.

2. **Describe the manner in which the recipient would change its program as a result of its experiences.**

The City acknowledges the challenges of producing affordable housing options and providing programs and services to low-income communities and people. As discussed above, the City is in the process of developing a new approach to how we administer, evaluate, make decisions, and implement the CDBG and HOME programs. We intend to address this by redefining desired outcomes for all of our programs and the path in which we will achieve them.

The City is developing new sub-recipient agreements, updating and revising policies and procedures, providing additional oversight and monitoring of agencies utilizing federal funds, and providing training for non-profits and entities applying for and receiving CDBG and HOME funds. The training will be designed to provide a foundation for non-profits to operate within program guidelines and regulations, as they work for the greater good of the Lynchburg community. In addition to the training, recipients of federal funds will be provided one-on-one technical assistance based upon their individual needs. To the extent financially feasible, the City will utilize consultants who specialize in the administration of CDBG and HOME programs to assist in providing training. City staff will also take advantage of training opportunities to build internal capacity.

The City feels confident that these strategic and deliberate steps will improve the quality of service delivery and housing in our community. However, as the housing market continues to decline with more foreclosures and increases in the cost of doing housing rehabilitation, the City will be challenged to come up with strategies to address these issues.

3. **Affirmatively Furthering Fair Housing:**

**a. Provide a summary of impediments to fair housing choice.**

The City's Consolidated Plan contains a number of objectives that address housing goals for lower-income persons, or people with incomes ranging from 30% to 80% of the area median income. Using CDBG, HOME, and Shelter Plus Care grant funds, the City funded programs to address the housing needs of this population during the program year.

Background data has been collected for the draft Analysis of Impediments to Fair Housing (AI). With new Census information and a potential community engagement program focused on housing it is the goal of the City to complete the update to the AI by June 2011. The AI will include and identify the actions taken to overcome effects of the impediments identified.

**b. Identify actions taken to overcome effects of impediments identified.**

As stated above, the City is working towards completing the Analysis of Impediments to Fair Housing. However, during this reporting period, the following actions were taken to further fair housing in our community:

- Fair Housing brochures were distributed to the public through the CDBG sub-recipients and to persons visiting City Hall, the public libraries, and the

Community Development Office.
- Laura Dupuy, Executive Director of a local non-profit, Lynchburg Neighborhood Development Foundation, continues to serve on the Governor's Fair Housing Board.
- The City is a member of the Homeless and Housing Coalition, composed of service providers who prepare the Continuum of Care to address the needs of homeless persons and the special needs of persons that are not homeless but require supportive housing.
- The equal housing opportunity logo was included on all newspaper ads placed by the Community Development Division.
- Lynchburg Redevelopment and Housing Authority (LRHA) posted in every building for which Section 8 occupants are located a Federal Fair Housing Poster. There is also a poster in each staff person's office located at 918 Commerce Street.
- In addition to the web site and newspaper advertisements, City staff ensured that all bid documents and contract solicitation for City, Federal and State projects included solicitation of minority-owned and women-owned businesses.
- Two public notices were published in April 2010 for "Fair Housing Month".
- All non-profits that receive CDBG and HOME funds have their own marketing policy that indicates recruitment and solicitation of minority-owned and women-owned businesses where possible.
- City staff assisted contractors in obtaining the certified list of minority-owned and women-owned businesses. The vendor/contractor list provided on the State of Virginia's web site was distributed to contractors, as requested.
- L. Kimball Payne, III, City Manager, serves on the Virginia Housing Policy Advisory Committee.

**4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

To assist in addressing the housing and community development needs of underserved citizens, the City of Lynchburg focused a significant amount of federal resources on rehabilitation and home buying activities. Several non-profit agencies were funded with CDBG and HOME funds to undertake rehabilitation and homeownership activities.

Financing availability continues to be one of the main obstacles in addressing underserved needs of the City's residents. With declining government program support, the private sector will have to play a key role in making up for this loss.

The City, particularly through its partnership with LNDF, has continued to promote the involvement of private citizens, banks, corporations, and others in community development activities. As more people become involved the proper and effective coordination of this involvement will become even more challenging.

The City of Lynchburg continues to support cooperative ventures, and to initiate cooperation where it is lacking. City Council exercised a coordinating role in its allocation of CDBG and HOME funds to sub-recipient organizations, and through the establishment of the Consolidated Plan. Other examples of coordination include the Code Enforcement Task Force, where citizens and City staff meet to discuss problems and plan activities. The Enterprise Zone Loan Pool allows City staff to be in regular contact with bank executives on matters of community lending. The Central Virginia

Disability Services Board meets bi-monthly, and involves the region's local governments and disabled citizens.

Shared responsibility also implies the open exchange of information and the combination of scarce resources. The City maintains a leadership role in this regard, while opening the process to all interested parties, including low- and moderate-income citizens.

The City continues to seek reduction in the number of households with incomes below the poverty line by 10 percent each year through long-term solutions such as education (including adult education and job skill training), economic development, and coordinated supportive services. These areas are traditionally within the local government's sphere of influence, and the Lynchburg City Council has placed significant emphasis and funding in these areas.

City staff reviews the quarterly reports for each CDBG and HOME project that is funded to ensure that the City is meeting the goals and objectives stated in the Consolidated Plan. For projects that are not meeting the goals established in the Consolidated Plan and Annual Action Plan City staff contacts the agency to discuss the project and the necessary action that will be needed to bring the project to a current status.

City staff reviews each CDBG and HOME project to ensure that funds are being expended in accordance with the program regulations and that the project funds are being expended in a timely manner. If a project has not expended funds during the quarterly review, City staff contacts the agency to discuss the project status and the importance of expending the project funds in a timely manner.

For ongoing HOME rental projects City staff requires the agency responsible for the project to submit to the City an annual HUD HOME Monitoring Checklist, Project Compliance Report for Rental Housing and Project Compliance Checklist. This information is reviewed for HOME Program compliance.

The City's CDBG and HOME funds are audited in conjunction with the City's annual audit. City Council reviews on an annual basis the remaining project funds and determines if funds will be retrieved from agencies and reprogrammed to other projects.

**5. Leveraging Resources**

**a. Identify progress in obtaining "other" public and private resources to address needs.**

The utilization of CDBG, HOME, and other federal grant funds has had a substantial impact on the City's ability to leverage other resources to redevelop economically distressed neighborhoods and provide renewed opportunities for our residents. The Commonwealth of Virginia is a leader in the provision of affordable housing programs. The City of Lynchburg, particularly through the Economic Development Authority (EDA) offers various incentives at the local level, and a vast array of other public and private resources are available to address the needs of our community. The section below provides details of this leverage.

**b. How Federal resources from HUD leveraged other public and private resources.**

*Public Resources:*

The City of Lynchburg operates several programs and services which contribute to community revitalization. These include the following:

- The Code Enforcement Division of the Community Development Department enforces ordinances regarding abandoned vehicles, illegal dumping, and weeds.

- The Buildings & Grounds Division of the Public Works Department coordinates the following programs:

  - Adopt a Flower Bed: Businesses purchase plants, which City employees plant and maintain. Currently there are about twenty flower beds, mostly along the highways.
  - Arbor Day: A day to celebrate and promote planting trees within the City .
  - Tree Stewards: A volunteer program to maintain and trim City trees.
  - Citizens for a Clean Lynchburg: Partly funded by a Virginia Department of Environmental Quality grant (primarily to pay for a part time volunteer coordinator), this volunteer program promotes litter prevention.

- The Waste Management Division of the Public Works Department operates the Adopt a Street program. Sixty locations throughout the City, each at least one-half mile long, are cleaned by volunteers.

- The Utilities Department operates the Combined Sewer Overflow ("CSO") Program. The largest of all the City's capital improvement programs, this program separates the storm water and waste water system from the current - one system - into two systems. The project will take more than thirty years and nearly $500 million to complete. Thus far, the Program has spent $25 million of local funding (provided by sewer fees), and received $122 million in State funding (VCWRLF loans), $46 million in federal funding (grants), and $19 million in Federal Stimulus (ARRA) funding.

- The Inspections Division of the Community Development Department includes 5.5 FTE's that administer a complaint-based Property Maintenance (land and structure) Program. Under this program properties are cited for various violations of the City's Property Maintenance Code where owners are given certain deadlines for compliance. If compliance is not attained, the City takes the owner to Court for judgment and resolution of the violation(s).

- The City's Department of Social Services (DSS) manages nineteen (19) programs that coincide with CDBG-funded public service activities provided to nonprfits. Many of the non-profit agencies utilize the services provided by the City for their clients. They are listed as follows:

- Child Care Services: Provided to enable low-income families (regardless of Temporary Assistance to Needy Families (TANF) status) to be employed or to prepare for employment.
- Employment Services: Provided to TANF recipients to help secure employment, education, or training. Several services are offered.
- Services to Adults: Services to the elderly and disabled, including emergency assistance with prescription medications, food, clothing, and shelter.
- Energy Assistance Program: Programs to offset rising costs of heating (and, if available, cooling). Also provides assistance with heating equipment and fuel.
- Food Stamp Program: Augments purchasing power for low-income persons and families.
- Medicaid Assistance Program (MEDICAID): Pays for medical, dental, pharmaceutical, and optometric care for recipients of public assistance and medically needy persons.
- State and Local Hospitalization Program (SLH): Provides medical services to indigent persons.
- Temporary Assistance to Needy Families (TANF): Monthly assistance to needy families with school-aged children.
- Temporary Assistance to Needy Families - Unemployed Parent (TANF-UP): Monthly assistance to needy two-parent families with school-aged children when the primary wage-earner is unemployed.
- Virginia Initiative for Employment not Welfare (VIEW): Clients are given up to two years of supportive services and an additional year of transitional services to obtain gainful employment. This program is required for all TANF recipients.

Other HUD grants used in the community are the Supportive Housing Program, Shelter Plus Care, housing opportnities for Persons with AIDS, and McKinney-vento Homeless Assistance. McKinney-vento Homeless Assistance funds are provided to Miriam's House, Lyn-CAG, LNDF, the Salvation Army, and YWCA.

In September 2008, Virginia University of Lynchburg received a $600,000 "Historically Black Colleges and Universities" grant from HUD to revitalize the housing stock surrounding the University. The University is currently seeking a renewal of this grant to continue improving the housing stock within the Seminary Hill neighborhood.

LNDF has funded several of their projects with a mixture of CDBG, HOME, New Market Tax Credits and Historic Preservation Tax Credit funds. Also, the Federal Home Loan Bank of Atlanta has awarded money to LNDF for housing activities.

*Quasi-Public Resources:*

The "Community Dialogue on Race & Racism" began discussion in January 2008 and achieved its goal of beginning a community-wide discussion of community issues. The City currently has seven action groups meeting: 1) Police; 2) Education/Youth & Family Support; 3) Diversity Events; 4) Citizens Advocacy/Strengthening Community; 5) Faith-Based; 6) Communications/Media; and 7) Workforce Development.

Churches United for Service (CUS) grew out of the Community Dialogue. It is an association of ministers, mostly from downtown, and primarily African-Americans. CUS has held at least two "love walks", in which ministers, Lynchburg police officers, community leaders, and other citizens walk in downtown communities and visit households to take a stand against violence.

The Homeless and Housing Coalition (HHC) is a group of service providers in the greater Lynchburg area presenting a continuum of care to the public. Many of these service providers are funded in whole or in part by federal grant money.

Lynchburg Community Loan Fund, an organization founded by LNDF, combines funds from private businesses, Department of the Treasury, CDBG grant funds, foundations, individuals, banking institutions, and other community development financial institutions to serve individuals and businesses which may not have ready access to traditional financial institutions.

*Private Resources:*

The Salvation Army and Lynchburg Daily Bread are two places in the City where people from the greater Lynchburg area can come for a hot meal every day, with no questions asked. The Salvation Army offers breakfast and supper, whereas Lynchburg Daily Bread offers lunch. The Salvation Army has been serving Lynchburg and the surrounding counties of Campbell, Bedford, Amherst, Appomattox, and Nelson for over 100 years.

In Program Year 2007, the City of Lynchburg allocated $50,000 of CDBG money to fund construction of the Center of Hope. The Salvation Army's five year Capital Campaign raised $5,021,000 in private and corporate donations over and above the CDBG contribution. This project has been completed.

The Center of Hope has expanded its existing social services, transitional shelter, emergency shelter services, and the community meals program. It is handicapped-accessible and allows family suites in the transitional shelter section.

The Salvation Army also houses a day care program on its campus. Salvation Army staff offer life skills and lay-counseling to needy individuals and helps them to find employment and establish credit.

Lynchburg Daily Bread receives food from businesses, churches, individuals, and the USDA. Any excess is shared with other non-profit organizations. When lunch is over, the facility is used as a day shelter for individuals and families.

The Gateway House, Inc. is a program for homeless men recovering from substance abuse. The Gateway receives in-kind contributions, and donations from churches, community organizations, businesses, and individuals. Volunteers live at the Gateway four nights per week to assist residents.

The United Way of Central Virginia funds twenty-nine (29) agencies in Central Virginia, including agencies who also receive HUD grant funds. Local foundations funding area non-profits include: the Greater Lynchburg Community Trust, the Centra Health Foundation, the Retail Merchants Foundation, the Easley Foundation, and the Plymale Foundation.

The Free Clinic of Central Virginia, a private, non-profit corporation, exists "to provide primary medical, nursing, dental, pharmaceutical, and educational services to those in Central Virginia who do not have the resources to obtain this basic health care." The Free Clinic screens clients and targets the underinsured and uninsured. Funding for the Free Clinic is provided by the United Way and charity events such as the Smith Mountain Lake Home Tour, the Downtown Lofts Tour, and the James River Basketball Tournament. The majority of the professionals and support staff provide their services free of charge, thus maximizing the impact of each dollar raised to support the Free Clinic.

Lynchburg Covenant Fellowship (LCF) began as an ecumenical ministry launched by The Church of the Covenant. It has grown over the past fifty-eight years to become its own organization and has since created several other independent organizations, such as New Land Samaritan Inns. LCF has entities in the City of Lynchburg and in the counties of Amherst, Appomattox, and Bedford. It has worked successfully with the following entities**:** HUD (Section VIII Rental Assistance and Section 202), Lynchburg Health Department, Lynchburg DSS, Virginia Housing Development Authority, LRHA, YWCA, Central Virginia Community Services Board, Central Virginia Training Center, Lyn-CAG, LNDF, Rush Homes, private businesses, and agencies which have become independent of LCF. LCF owns and operates seven housing complexes for impoverished persons, including Shalom Apartments.

Lyn-CAG "serves to effectively assist low-income families and individuals in the Central Virginia Region 2000 community to move from economic and social dependency to self-sufficiency." Region 2000 encompasses the Cities of Lynchburg and Bedford and the counties of Amherst, Appomattox, Bedford, and Campbell. Lyn-CAG is a United Way agency and also receives funds from Section VIII, SHARE-HIP, and HOPWA. Lyn-CAG offers crisis intervention, shelters, housing, transportation, housing improvement, lead, financial, educational and training, and community reentry (for released inmates) services. The Housing Improvement and Weatherization programs are funded by the CDBG program. The Substantial Rehab Program is funded by the HOME program. Lyn-CAG is one of the City's two Community Housing Development Organizations (CHDOs) and rehabilitates and/or constructs homes for first-time home buyers.

**c. How matching requirements were satisfied.**

The HOME program requires that participating jurisdictions (PJs) provide match funds in amounts equal to no less than 25 percent of the total HOME funds drawn down from the jurisdictions HOME program account for project costs. Allowable reductions are made for PJs that experience fiscal distress or major disasters in accordance with the Stafford Act.

Fiscal distress can be categorized by the following criteria: 1) the family poverty rate is 125 percent or more of the national poverty rate; and 2) the per-capita income is less than 75 percent of the national average. When a PJ meets one of these distress criteria, it is determined to be in fiscal distress and thereby receives a 50 percent reduction of its match requirement. If a local jurisdiction satisfies both of the distress criteria, it is determined to be in severe fiscal distress and receives a 100 percent reduction of its match requirement. The City does not meet the criteria to be classified as severely distressed.

With respect to HOME funds, the City began the Program Year 2009 period with $1,131,745 in excess match carried over from the prior year. During Program Year 2009, the City accrued $282,900 in additional match credit from Greater Lychburg Habitat for Humanity (GLHFH) HOME-assisted units. Based on reports from the HUD Integrated Disbursement and Information System (IDIS), a total of $382,131 in HOME funds was drawn from July 1, 2009 to June 30, 2010, of which $37,256 was subject to the 12.5% match requirement applied to the City. This generated a total HOME match liability of $47,766 for the City for the Program Year 2009 reporting period, leaving a balance of $1,366,879 in excess match to carry over to Program Year 2010.

## Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

**Program Year 5 CAPER Managing the Process response:**

The City of Lynchburg ensures compliance with program and local requirements by incorporating approved accounting procedures, providing internal and external audits, monitoring and following HUD regulations and requirements. As stated earlier, the City is making a concerted effort to improve in this area, and has begun to made strategic revisions and changes to our federal programs.

Citizens provide an additional layer of compliance monitoring through community input and the Citizen Participation Plan. Additionally, comprehensive planning with other governmental entities ensures continual adjustments to long-term statistics relative to housing, homeless and other special needs populations.

## Citizen Participation

Program Year 5 CAPER Citizen Participation response:

1. **Provide a summary of citizen comments.**

Draft copies of the CAPER were made available for public review in the office of the Department of Community Development, Second Floor, City Hall, 900 Church Street, Lynchburg Main Library, 2315 Memorial Avenue, Lynchburg Library, Downtown Branch, 900 Church Street and on the City's web site at www.lynchburgva.gov Notification of the availability of this report was published in *The News and Advance*, a local newspaper, to allow the opportunity for the citizens to review the report and comment. A copy of the notification is included in this CAPER.

The draft report provides citizens with details concerning the federal funds made available to the City for furthering the objectives of the Consolidated Plan. The report also identifies the total amount of funds available (including program income), the total amount of funds expended during the reporting period, and the geographic distribution of expenditure of funds within the various census tracts.

No citizen comments have been received at this time.

2. **In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.**

The goal of this report is to compare the anticipated benefits projected in the City's Annual and Five-Year Plans with the actual accomplishments achieved. This report also allows local citizens and elected officials, and representatives of HUD to evaluate the City's performance and assess its status in meeting the five-year goals established in the 2005-2010 Five-Year Consolidated Plan.

The CAPER reviews how the City of Lynchburg used federal funding provided by HUD to successfully implement programs and projects that address its community development objectives during Program Year 2009 (July 1, 2009 through June 30, 2010).

Within the City of Lynchburg's Five-Year Consolidated Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low- and moderate-income residents. These are the central city neighborhoods that surround the downtown business district and are the seven contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, 12, and 13. The census tract map attached to this document (Map 1) depicts the boundaries of the CDBG target areas in the City.

The majority of the CDBG and HOME funding this reporting period was allocated for activities classified as housing, public service, public facilities, and economic development. Details of the services, programs, and accomplishments and an analysis of expenditures are provided throughout the CAPER.

## Institutional Structure

1. **Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.**

**Program Year 5 CAPER Institutional Structure response:**

Federal CDBG and HOME, as well as the City's General Fund are overseen by several City committees, commissions, and City departments. The City Council, as the governing body of the City of Lynchburg, is responsible for all policy decisions and approves all City funding recommendations, so that ultimately funding for housing and service providers is coordinated through the City Council.

Information of funding proposals and awards are advertised and distributed to non-profit entities and other interested organizations and City departments so that they are aware of available funding and funding awards. Applicants provide information on other funding sources for the project and for their organization.

The City's Community Development Advisory Committee (CDAC) reviews all funding requests and makes recommendations to the City Council on all activities proposed to be funded through the CDBG and HOME programs. The City Council makes the final funding decisions. The Community Development Department oversees the administration of the CDBG and HOME program and reviews the progress of sub-recipient grantees toward meeting their programmatic goals.

City of Lynchburg residents and other interested persons had several opportunities during the program year to comment and offer suggestions on funding through regular meetings and public hearings.

The Community Development (CD) Department is responsible for the preparation of the City's Consolidated Plan, Annual Action Plan and Consolidated Action Plan Performance and Evaluation Report. The CD Department also coordinates interdepartmental discussion regarding priorities and programs which arise from or affect the City's planning process and ensures that federally funded programs are addressing the City's priority needs in compliance with its Consolidated Plan.

**Monitoring**

Program Year 5 CAPER Monitoring Response:

**1. Describe how and the frequency with which you monitored your activities.**

The Grants Administration Division of the Department of Community Development is responsible for monitoring programs that receive CDBG and HOME funds. A sub-recipient agreement is prepared for all agencies outside of the local government. This agreement contains the required HUD applicable statutory and regulatory requirements.

Monitoring of projects is done in several ways. First, sub-recipients are typically reimbursed for expenses, rather than provided funds up-front. The City requires receipts, time sheets, and other relevant documentation with the reimbursement request. Also, sub-recipients are required to submit quarterly performance reports, which are reviewed for consistency with the City's program and financial records.

During this reporting period, the City's policy was to conduct at least four sub-recipient on-site monitoring visits at least once per year. These monitoring visits were conducted by Community Development and Financial Services Department staff. At the on-site monitoring visits for the housing and acquisition projects, a random selection of address files were reviewed for program compliance. For all other projects a visual inspection was made of the various accomplishments completed with program funds and a narrative submitted on the benefits for low and low-to-moderate-income persons. There is a monitoring checklist that is completed at the time of the review and then summarized. The financial reviews include a selection of reimbursements from the City. The reimbursements are traced through receipt and disbursement of funds. When all staff has completed their reviews the monitoring comments are compiled and a letter written to the agencies advising them of the results of the monitoring reviews and if any corrective action is needed. Technical assistance is provided as needed, or requested.

Because of staffing constraints, some activities were monitored remotely through performance reports and information provided with reimbursement requests.

**2. Describe the results of your monitoring including any improvements.**

The City conducted on-site monitoring visits at the following agencies during this program year for CDBG and HOME funded projects:

1) Greater Lynchburg Habitat for Humanity;
2) Lynchburg Community Action Group;
3) Rebuilding Together Lynchburg;
4) Lynchburg Neighborhood Development Foundation; and
5) Success by 6 (United Way).

Overall, the agencies were operating their projects within the required CDBG and HOME Program regulations. The agencies' staff was advised to contact the City Gants Administration staff at any time if technical assistance was needed.

**3. Self Evaluation**

**a. Describe the effect programs have in solving neighborhood and community problems.**

Using HUD funds, the City of Lynchburg continues to play a critical role in ensuring the sustainability and operation of activities and programs of significant benefit to our residents. The City has used CDBG funds to provide services to Lynchburg's most vulnerable populations, with programs that include job training and placement, facilities and services for the homeless, programs for at-risk youth, programs for persons experiencing domestic violence, and seniors. CDBG funds have also been used to improve parks, public facilities, and provide business and technical assistance for businesses located in low-income areas. HOME and CDBG funds have been used to improve substandard housing, provide assistance to purchase homes and create new affordable housing. These activities directly enhanced the overall quality of life in these areas.

**b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.**

The City of Lynchburg's Consolidated Plan contains ambitious goals to address community needs and improve the quality of life for its residents, especially low- and moderate-income residents. City staff regularly reviews the five year goals and priority needs as defined in the City's 2005-2010 Consolidated Plan and recommends any modifications to programs needed based on those reviews. Any amendments to the Consolidated Plan are presented to the Community Development Advisory Committee for review. If approved by the Committee, any amendments are submitted to the City Council for approval before submission to the HUD Richmond Office.

The City believes that it has effectively used its HUD funding to address as broad a range of community development objectives as possible. It plans to continue to support a wide range of programs and activities to provide services, affordable housing and economic development opportunities for low-and moderate-income persons.

**c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low-and moderate-income persons.**

The City obligated all of its CDBG and HOME funds to specific programs, projects and activities. Using the federal entitlements and program income, Lynchburg funded eight (8) activities this program year with CDBG funds and four (4) activities with HOME funds. The City funded one HOME CHDO project, Lynchburg Community Action Group, during this reporting period.

The City maintained its effort in promoting the priority needs, goals and objectives stated in its Annual Action Plan. The City did not make any changes to the program year objectives. It focused on addressing housing needs in the CDBG-targeted areas. The City continued to evaluate ways to increase available resources, improve the strategic use of resources to leverage more non-profit and private sector activity, and increase activity that would eliminate major blighting influences that might impede the conservation and redevelopment of neighborhoods.

**d. Indicate any activities falling behind schedule.**

There are several activities behind schedule; however, City staff is closely monitoring those projects and is restructuring our federal programs and providing technical one-on-one assistance and training to our partner agencies.

**e. Describe how activities and strategies made an impact on identified needs.**

During the reporting period, CDBG and HOME funds made possible a number of activities to address the housing, economic, human and neighborhood development, and homeless services needs of the community. Under the General Questions Section (Pages 6-21) a partial list of the results achieved is provided in reaching over 4,500 persons, families and households. The impact on their needs was achieved through activities and strategies focused on:
-- developing homeownership opportunities
-- eliminating blighting structures and conditions
-- repairing and rehabilitating owner-occupied housing
-- maintaining and operating shelters and services for the homeless
-- developing decent, affordable multi-unit rental housing
-- after-school and other youth educational and personal development
-- family counseling and crisis intervention
-- emergency, elderly and other special needs housing assistance
-- neighborhood facilities and infrastructure improvements
-- developing project experience for neighborhood organizations

**f. Identify indicators that would best describe the results.**

At the present time, the output indicator of over 4,500 people served and more than 60 units of housing assistance (home ownership or repair/rehabilitation) provide reasonable indicators of the results achieved during the reporting period. For additional output indicators, see item 1.a. under the General Questions Section (Pages 6-21).

**g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.**

The overall economic climate, cutbacks in funding and staffing challenges in the City's federal programs, have provided barriers to the City's progress in fulfilling the City's strategies and vision. The consistent hyph-reduction in federal funding directly impacts the ability of non-profit agencies to meet low-income, underserved populations in our community.

**h. Identify whether major goals are on target and discuss reasons for those that are not on target.**

Major goals were on target during this program year. City staff is continuing the process of restructuring its federal programs.

**i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.**

Areas to expand and improve in Program Year 2010 include:

- Improve on the timeliness and completeness of IDIS data entry and reports;
- Coordinate management and monitoring of sub-recipients of both CDBG and HOME funds, to improve efficiencies and accountabilities;
- Develop and implement new policies, procedures, guidelines and other documents for the CDBG and HOME programs;
- Provide training opportunities for staff and sub-recipients;
- Review the Citizens Participation Plan.

## Lead-based Paint

**1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.**

**Program Year 5 CAPER Lead-based Paint response:**

The U. S. Department of Housing and Urban Development (HUD) issued regulations regarding lead-based paint hazards in housing that is financially assisted by the Federal government or being sold by the government. The regulation "Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance took effect on September 15, 2000.

In Lynchburg, approximately 85% of the homes built prior to 1978 contain some lead. Children, particularly those under the age of six, are at risk of lead poisoning if living or repeatedly being in a housing unit containing lead-based paint. Research suggests that lead poisoning has societal costs that include, medical care, special education, behavioral problems, reduced long-term educational attainment, reduced long-term income attainment, increased criminal behavior, and increased hypertension in adolescents and adults.

In accordance with applicable requirements, lead-paint assessments, treatments and clearances are conducted on each structure built prior to 1978 in which CDBG and HOME funds are expended.

## HOUSING

Housing Needs

Program Year 5 CAPER Housing Needs response:

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Preserving existing housing and promoting the production of new affordable housing is a primary mission of the City of Lynchburg. To that end, the City funded a number of programs aimed at addressing this issue. Agencies funded included LRHA, Lyn-CAG, LNDF, Rebuilding Together Lynchburg, Rush Lifetime Homes, and Greater Lynchburg Habitat for Humanity.

A strong emphasis remains on citizen participation through public hearings, technical assistance and public notices in the newspaper. City staff also works continuously with individuals and agencies to assess housing needs, identify plans of action, and ensure that projects that are funded with federal funds meet those needs.

### Specific Housing Objectives

1. **Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.**

It is extremely difficult to commit to serving a specific number of households at given income levels, because these numbers tend to change due to the financial structure of a development or situation. Housing development is generally a multi-year process that is dependent on many funding sources and is often vulnerable to delays and cost increases. A housing development or project proposed to serve extremely low-income families is often not awarded the amount of subsidy needed to reach the targeted income scale. Also, this type of project may need to be restructured to serve higher income families because there is insufficient subsidy to make the rents or payments low enough to pay operating costs, mortgage and other expenses.

Therefore, it becomes very difficult to commit to serving exact numbers of residents in certain income levels. To assist in mitigating this challenge, the City is completing subsidy layering and underwriting guidelines in place for applicable projects. The City is in the early stages of committing dedicated staff hours to define a specific housing strategy for the City.

In spite of the comments above, the City worked to provide affordable housing assistance to owners and renters at various income levels throughout the program year. The City allocated $388,425 in CDBG funding; $488,647 in HOME funds; and $128,816 in CDBG-R (ARRA) funds for projects and activities that will ultimately benefit primarily extremely low-income, low-income, and moderate-income renter and owner households.

Please see 1.a. under "HOME / American Dream Downpayment Initiative (ADDI)" (Pages 39-44) and I.b. under "Community Development" for detailed discussions of the projects involved and the income levels of beneficiaries (Pages 49-54).

2. **Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.**

The Section 215 definition of affordable housing relates to units assisted with HOME funds. The City did not set a specific goal for rental units to be served with HOME funds. Please see 1.a. under "HOME / American Dream Downpayment Initiative (ADDI)" for detailed discussions of the projects involved and the income levels of beneficiaries (Pages 39-44).

3. **Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.**

"Worst case" housing needs involved individuals, often (but not exclusively) renters, with very low-incomes who spend more than half of their gross income on housing costs or who live in severely inadequate housing. The City's efforts to address this circumstance is through assistance for rehabilitation of owner/tenant-occupied housing assistance to homebuyers and assistance for the development of low-income rental housing. During the reporting period, owner/tenant-occupied rehabilitation activities were conducted by Lyn-CAG, Rebuilding Together Lynchburg, and LRHA through its Rental Rehabilitation Program. These activities assist with limited and emergency repairs that often resolve substandard conditions. Homeownership assistance during the reporting period was conducted by LNDF and Habitat for Humanity. The homeownership activities, especially in the CDBG-targeted Census Tracts, were assisted through the acquisition of derelict structures by LRHA.

Suggesting to owners of substandard rental units to rehabilitate their property is never an easy matter. The City has a Rental Inspection Program which compels owners to make improvements to meet code. However, because of the burdensome federal rules involved with the use of CDBG and HOME funds, owners of substandard rental property often choose not to avail themselves of assistance that may be available. Most progress that is made, therefore, is as a result of code compliance due to rental inspections.

The City has made investments in larger developments of low-income rental housing. The first involved providing HOME funds for the Hilltop Homes project. Hilltop Homes is a scattered site, multi-family rental project started by LNDF in 2006 that will improve neighborhoods, provide quality affordable housing, and preserve existing housing stock in several downtown neighborhoods of Lynchburg. This is the third project of its type undertaken by LNDF – prior projects were College Hill Homes and Central City Homes that resulted in 65 new affordable units for low-income households in several preserved buildings in the City.

Hilltop Homes received a reservation of Low-Income Housing Tax Credits (LIHTC) through Virginia Housing Development Authority's Preservation Pool. The project consists of 13 renovated buildings which will result in 24 affordable, quality rental units in the downtown neighborhoods of Lynchburg. Construction types include renovation of older houses and adaptive re-use of single family homes into apartments, incorporating a number of sustainable development features.

In some cases, homeownership may be a feasible alternative to substandard rental housing, even for very-low-income families. In worst case situations, such families may be spending more for rent than may be arranged for homeownership. In such instances, a combination of downpayment and closing cost assistance from the City, a reduced purchase price (made possible by HOME development subsidies) and low-interest financing from such sources as VHDA SPARC funds, may be packaged and offer an appropriate path out of inadequate housing.

With respect to addressing the housing needs of the disabled, during this reporting period the City provided HOME funds to Rush Lifetime Homes to develop and construct 24 one-and two-bedroom apartment units to be known as Victoria Ridge. The property is located at 901 Spring Street and 846 Victoria Avenue in the City of Lynchburg. All of the apartments will be accessible to people with physical disabilities and 50 percent of the units will conform to HUD's interpretation of the accessible design requirements of Section 504 of the Rehabilitation Act of 1973.

The City has enhanced its ability to address the housing needs of the disabled through policy and educational initiatives. These involve establishing a focus on the requirements of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Fair Housing Act as they pertain to the use of the City's CDBG and HOME funds by housing providers.

## Public Housing Strategy

1. **Describe actions taken during the last year to improve public housing and resident initiatives.**

**Program Year 5 CAPER Public Housing Strategy response:**

The mission of the Lynchburg Redevelopment and Housing Authority (LRHA), as the Public Housing Authority (PHA) for the City is: "the Lynchburg Redevelopment and Housing Authority is dedicated to the improvement of the quality of life for all Lynchburg citizens by being a leader in community redevelopment, revitalizing neighborhoods and facilitating economic growth and development, by seeking and entering into partnerships with organizations and clients to achieve safe, decent and affordable housing, with an emphasis on homeownership, maintained in a manner that fosters pride and dignity."

The strategies stated in the Public Housing Assistance Annual Plan for Fiscal Year 2009 indicates that LRHA will continue to increase the awareness of the community of existing assistance programs, to attract more landlords to participate in the Section 8 program and continue to work in partnership with other local housing providers such as Lyn-CAG, LNDF, Rush Lifetime Homes, and Greater Lynchburg Habitat for Humanity. An intensive effort with the marketing of available units continues to be advertised on a monthly basis in the local newspaper. The overall performance was satisfactory.

## Barriers to Affordable Housing

1. **Describe actions taken during the last year to eliminate barriers to affordable housing.**

**Program Year 5 CAPER Barriers to Affordable Housing response:**

A primary barrier to affordable housing in the target area is the very low property values that currently apply to lots in these census tracts. This is a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property. Therefore, only non-profit organizations that can access soft costs funds (i.e. finance and construction related costs) and grant funds are able to conduct rehabilitation projects in these areas. The for-profit developers are unable to conduct the extent of renovation necessary to make the houses in the target market amenable to modern housing demands. However, the City did allocate CDBG and HOME funds to non-profit entities to address the needs of extremely low and low-income families and individuals. Agencies funded included the LNDF, Rebuilding Together Lynchburg, LRHA, Greater Lynchburg Habitat for Humanity, and Lyn-CAG.

Lynchburg is a City of relatively low housing costs. Therefore, average income and cost-of-living reflect these somewhat lower housing costs. Recently, there has been a resurgence of housing development, primarily in the outlying areas of the City. Development in the CDBG target areas remain limited to non-profit and subsidized activity. This is due in part to the very low property values in these census tracts and a greater value being placed on improvements to property than to the land itself. In the target areas, this high value on improvements, or buildings, had the effect of costing more than clearing land, and thereby, negating the opportunities of redevelopment. This is also a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property.

The usual barriers, zoning, building code and density issues for the targeted census tracts have been interpreted to encourage appropriate development in these areas. This is especially true in the development by non-profit housing providers where the City has waived or offset utility and other fees for making the project more affordable for the very low and low-income residents.

Despite the cost-to-value disparity, there are several incentives that the City offers to private and corporate entities interested in development in the targeted census tracts. Businesses located in the enterprise zone benefit from tax exemptions on improvements and other tax incentives.

On occasion, the City will either waive or offset fees (e.g., utilities, and liens) in cases of non-profit housing providers developing affordable housing units in a manner consistent with the City's plans.

In order to assist in addressing barriers to affordable housing, City Council has taken the appropriate role for the City to continue supporting cooperative ventures and to initiate cooperation where it is lacking. City Council has also exercised this coordinating role in its allocation of CDBG and HOME program funds to nonprofit organizations. All of the homeownership programs funded with federal dollars include an educational component for potential homebuyers about mortgage financing, credit and budgeting issues, and the responsibilities of homeownership.

### HOME/ American Dream Down Payment Initiative (ADDI)

**Program Year 5 CAPER HOME/ADDI response:**

1. **Assessment of Relationship of HOME Funds to Goals and Objectives**
   a. **Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.**

On January 11, 2005, City Council approved the goals for housing and non-housing development, which constitute the priority needs stated in the Plan for the reporting period of July 1, 2009 through June 30, 2010. These goals reflect the needs that historically have been the needs of the very low-, low-, and moderate-income persons living within the target census tracts. Three of those goals apply to the HOME Program.

Note: These two goals are directly related, therefore, the accomplishments for them are combined.

**• Provide priority assistance to programs designed to create new home ownership opportunities available to low- and moderate-income buyers.**
**• Increase the number of owner-occupied housing units through support of public and private homebuyer programs. Emphasis is to be placed on programs which require an investment of funds and/or labor on the part of the buyer and which are commensurate with the buyer's resources.**

Greater Lynchburg Habitat for Humanity (GLHFH)

The Greater Lynchburg Habitat for Humanity used HOME funds to provide assistance for down payment and closing costs to its program participants, and to finance some of the pre-construction costs associated with site development.

During Program Year 2009, Habitat for Humanity utilized $40,000 of HOME funds for assistance to four (4) homebuyers with down payment and closing costs. Additionally, there was $274,866 in private funding used for the construction of these four (4) new housing units by Habitat for Humanity. Because of these new homeownership opportunities, the homeownership rate in the targeted neighborhoods was increased. These projects were located in Census Tracts 6 and 7. The beneficiaries included sixteen (16) persons which were all African-American. There were three (3) individuals who were female head of household and they were all within the 51-80% median income level.

Lynchburg Neighborhood Development Foundation (LNDF) – Lynchburg Homeownership Program (LHP)

LNDF has been a long-time advocate and developer of affordable homeownership in the City of Lynchburg. For the 2007 and 2008 CAPER years, LNDF was allocated $130,000 and $110,000, respectively, in HOME funds to help financially facilitate its LHP.

During the 2009 program year the LHP provided down payment assistance to six (6) homebuyers and expended $63,573 of HOME funds. The assistance was provided to three (3) persons who were white and three (3) were African-American and all were within the 51-80% Median Family Income (MFI) level.

**• Rehabilitate substandard housing units through support of public and private programs. Emphasis is to be placed on programs which require an investment of funds and/or labor on the part of the owner and which are commensurate with the owner's resources.**

Lynchburg Community Action Group (Lyn-CAG) - Substantial Rehabilitation Program

Lyn-CAG received $110,000 in HOME funds for the 2009 Program Year to finance its "Substantial Homeowner Rehabilitation Program". The Substantial Rehabilitation Program targets low-to-moderate-income homeowners who are in need of assistance to make extensive repairs and/or address significant building code related problems. Through this program, Lyn-CAG expended HOME funds in the amount of $46,537 from Program Years 2007 and 2008 and provided substantial rehabilitation assistance to the four (4) owner-occupied properties listed below.

1. 204 Front Street
2. 1101 Fillmore Street
3. 1115 Jackson Street
4. 1711 Grace Street

Of these households served, there were a total of eighteen (18) persons assisted: eighteen (18) were African-Americans; three (3) households were low-income (50-60%) and one (1) was (30-50%) of the Median Family Income (MFI) level.

Lynchburg Community Action Group (Lyn-CAG) - CHDO Homeownership Project

Lyn-CAG was allocated HOME Community Housing Development Organization (CHDO) funds in the amount of $70,000 for this reporting period. Five years ago, Lyn-CAG accepted the opportunity and challenge to rehabilitate the property located at 1108 Polk Street for resale to an eligible, low-to-moderate-income family. The property, which was acquired for $1 from the Lynchburg Redevelopment and Housing Authority, is a large historic structure that was badly deteriorated at the time of purchase. At the end of this program year, the rehabilitation of this four-bedroom structure had been completed. A cumulative amount of $197,365 in HOME CHDO Reserve and $7,650 in down payment assistance funds had been expended for this project. During this reporting period this property was sold to an eligible first-time homebuyer.

During this reporting period, Lyn-CAG did not expend any of the Program Years 2006 ($63,300), 2007 ($70,000), and 2008 ($70,000) HOME CHDO Reserve funds. Lyn-CAG was awaiting completion of the 1108 Polk Street project before undertaking an additional CHDO project. In Program Year 2010 the previous years' CHDO funds will be designated to the next CHDO-eligible projects on Lyn-CAG's potential project list.

Lynchburg Neighborhood Development Foundation (LNDF) – Development/Rehabilitation Program

During Program Year 2009 LNDF continued the rehabilitation of the properties located at 301 Polk Street and 704 Madison Street. In an effort to create and/or increase homeownership or owner-occupied housing units within the City, LNDF proposes to sell these homes to qualified, income-eligible families. The 301 Polk Street project was the result of a collaborative venture between Lynchburg City Schools and LNDF, who agreed to acquire the housing structure constructed by students of the Lynchburg City Schools system. The housing structure was relocated from the school to an interim site, and later to the permanent site at 301 Polk Street. LNDF has completed the rehabilitation of the property at 301 Polk Street and is awaiting the closing for the sale of this home. LNDF anticipates completion and selling of both properties during Program Year 2010.

During this reporting period LNDF expended $75,085 of City HOME funds for these properties. The agency obtained construction loans from a local bank as leverage for the HOME funds. Construction loans in the amount of $76,000 for 301 Polk Street, and $64,000 for 704 Madison Street were expended on these projects.

Lynchburg Neighborhood Development Foundation (LNDF) – Hilltop Homes

Hilltop Homes is a scattered site, multi-family rental project started by LNDF in 2006 that will improve neighborhoods, provide quality affordable housing, and preserve existing housing stock in several downtown neighborhoods of Lynchburg. This is the third project of its type undertaken by LNDF – prior projects were College Hill Homes and Central City Homes that resulted in 65 new affordable units for low-income households in several preserved buildings in the City.

Hilltop Homes received a reservation of Low-Income Housing Tax Credits (LIHTC) through Virginia Housing Development Authority's Preservation Pool. The project consists of 13 renovated buildings which will result in 24 affordable, quality rental units in the downtown neighborhoods of Lynchburg. Construction types include renovation of older houses and adaptive re-use of single family homes into apartments, incorporating a number of sustainable development features.

As in the past, LNDF has identified large, formerly single-family houses that are appropriate for renovation into apartments, located in the general vicinity of the downtown section of the City. This development will have the effect of "seeding investment" into blocks where blight and neglect prohibit easy transfer on the general real estate market. In this third project, focus has been in the neighborhoods bordering on Twelfth Street and along Grace Street - College Hill, Diamond Hill, plus some sites on the other side of the downtown in Tinbridge Hill.

LNDF has engaged in a partnership with another non-profit housing entity, the Virginia Community Development Corporation (VCDC), which has been the tax credit syndicate in all LNDF's previous projects, as well as providing equity to several other projects in Lynchburg. The partnership extends beyond previous relationships in that VCDC will be a member of the limited liability corporation created for Hilltop Homes. LNDF has created a taxable corporation which will be the managing member of the LLC.

The primary source of financing is the equity generated by the sale of Low-Income Housing Tax Credits (LIHTC). Other sources will include private and public permanent financing as well as City and State HOME funds. Construction financing is being negotiated with a local lender.

Work has been underway for more than a year during which LNDF identified appropriate buildings and stabilized those in need of immediate structural attention. Credits were awarded through the LIHTC program in 2008 through the non-competitive Preservation Pool. Construction is planned for early 2010 with staggered unit completions to extend into 2011.

The City HOME funds allocated in Program Years 2007 and 2008 in the amount of $34,379 and $49,833, respectively, have been expended. The funds were used to assist with acquisition of the properties, soft costs and stabilization costs for structures within the project. Once completed, the City will provide in the annual CAPER report the occupancy data for the 24 affordable housing units.

Lynchburg Covenant Fellowship (LCF)

In the 2006 CAPER, the City reported that the Housing Development Corporation (HDC), a private, non-profit entity, created by the LRHA received $40,273 in HOME funds for housing rehabilitation at 713 Cabell Street. It was further reported that they did not expend any of the funds allocated for this project during the 2006 or 2007 reporting years. Prior to the end of the Program Year 2007 reporting period, Lynchburg Covenant Fellowship (LCF) made a request to the HDC for these funds to rehabilitate the Shalom Apartments. Shalom is a five-building apartment complex which houses 46 one, two and three bedroom units. The $40,273 of HOME funds would be used for the rehabilitation of three of the five buildings. It is anticipated that additional funding will be required in order to rehabilitate the units to meet the standards mandated for the City's HOME assisted projects. To date, expenditure of those funds by LCF is pending the completion of the City's due diligence with respect to the project.

- **Support initiatives to increase permanent affordable housing opportunities for low-income households and populations with special needs' and encourage regional cooperation of this goal throughout the Central Virginia Planning District.**

Rush Lifetime Homes of Central Virginia – HOME CHDO

Rush Lifetime Homes, Inc. (Rush Homes) is a designated Community Housing Development Organization (CHDO) non-profit organization dedicated to providing accessible homes to individuals with mental and/or physical disabilities in Central Virginia.

As a CHDO project, Rush Homes has purchased the 3.078 acre tract at Spring Street and Victoria Avenue in Lynchburg and has assembled permanent financing sufficient to construct 24 one and two bedroom apartment units to be known as Victoria Ridge. The property is located at 901 Spring Street and 846 Victoria Avenue in the City of Lynchburg. All of the apartments will be accessible to people with physical disabilities and 50 percent of the units will conform to HUD's interpretation of the accessible design requirements of Section 504 of the Rehabilitation Act of 1973.

Features of Victoria Ridge include: 24 apartment units including 16 one-bedroom, one-bathroom units and 8 two-bedroom, one and one half bathroom units.
Victoria Ridge will meet the standards for Earthcraft Certification including cement board siding such as Hardieboard and large floor areas designed for accessibility. One bedroom apartments will have a minimum of 786 rentable square feet per apartment; two bedroom apartments will have 1,094 rentable square feet. Kitchen and laundry appliances and windows will meet EPA Energy Star requirements. DSL or cable infrastructure to facilitate access to the Internet will also be available.

Per agreement with LRHA, tenants qualifying for assistance will receive Section 8 housing choice vouchers either prior to or within 60 to 120 days after lease-up thus making rents even more affordable to people with extremely low-incomes. Rush Homes will provide a bridge rent subsidy until the tenant receives the voucher. Also, bus service is within ¼ mile of Victoria Ridge. For those in need, the Greater Lynchburg Transit Company will provide paratransit bus transport from their door.

Agencies and funding types for Victoria Ridge, an estimated $4.5 million development, include:

Virginia Housing Development Authority (VHDA) loan: $75,000; Virginia Department of Housing and Community Development (DHCD); HOME funds: $500,000; City of Lynchburg HOME funds: $183,533; Equity from the Housing Equity Funds of Virginia: $3,100,000; and American Reinvestment and Recovery Act funds, Tax Credit Assistance Program funds as administered by VHDA: $592,046.

HOME CHDO funds in the amount of $54,886 from Program Year 2008 have been allocated for this project. In addition, City Council has allocated Program Year 2009 funds in the amount of $128,647 to further assist with the development of this project. Rush Homes is proceeding with construction of this project.

**2. HOME Match Report**

**a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.**

The HOME Match Report (HUD Form 40107-A) is included in the CAPER as Appendix E.

**3. HOME MBE and WBE Report**

**a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).**

The HOME MBE and WBE Report (HUD Form 40107-A) is included in the CAPER as Appendix E.

**4. Assessments**

**a. Detail results of on-site inspections of rental housing.**

In Program Year 2009 there were 65 annual inspections completed for the Central City and College Hill rental units. In addition to these annual inspections, periodic monthly inspections are completed.

There were 11 annual inspections completed for the Cornerstone rental units. In addition, there are regular inspections/visits conducted by supportive services and management of these units.

Inspections are completed on all HOME-assisted rental units according to HUD requirements.

**b. Describe the HOME jurisdiction's affirmative marketing actions.**

The City of Lynchburg encourages affirmative marketing and fair housing. All advertisements by the Grants Administration Division relative to affirmative marketing includes the Equal Opportunity logo. Posters are displayed in the Community Development Department and City Hall. Fair housing counseling is available and brochures on fair housing are available in the Community Development Department.

Additionally, from the Virginia Department of Minority Business Enterprise web site, a list of minority and women-owned businesses is available to sub-recipients and contractors for their use in soliciting participation.

LNDF, Lyn-CAG, Rush Homes and Greater Lynchburg Habitat for Humanity follow a Marketing and Advertising Policy, established by each agency, for the housing programs that they administer.

**c. Describe outreach to minority and women owned businesses.**

Programs and projects conducted or assisted by the City are expected to make a good faith effort to engage minority- and women-owned business enterprises when procuring construction-related and other services. To enhance the capacity to do so, the City has made efforts to update its listings of such vendors.

LNDF, Lyn-CAG, Rush Homes, and Greater Lynchburg Habitat for Humanity employ a procurement policy that encourages the use of local minority contractors.

## HOMELESS

### Homeless Needs

Program Year 5 CAPER Homeless Needs response:

**1. Identify actions taken to address the needs of homeless persons.**

The Homeless and Housing Coalition of Central Virginia (HHC-CV), formed in May of 1997 is charged with the responsibility of coordinating efforts to end homelessness through a variety of active committees. HHC-CV members contribute voluntarily to maintain the Coalition and Continuum of Care. There is no paid staff or designated entity devoted to convening the Coalition's activities or process. Miriam's House, a private non-profit, transitional living center, has assumed the lead in facilitating meetings, coordinating notices, and moving the HHC along a path to meet the standards set by HUD and the needs of the Planning District 11 community.

The HHC-CV is committed to a Continuum of Care that is a strategic plan involving all stakeholders, and providing a seamless system of service delivery to all homeless families and individuals within Central Virginia. The Continuum of Care is a dynamic work in progress, open to review by the entire Coalition as well as HHC committees. The Continuum of Care is a cornerstone of the City's Consolidated Plan.

The Homeless and Housing Coalition regularly publicizes its mission, which is to develop, sustain and coordinate a comprehensive, seamless system of services for homeless citizens of the cities of Bedford and Lynchburg and the counties of Amherst, Appomattox, Bedford, and Campbell, in order to move the homeless population toward self-sufficiency and ultimately to end homelessness. The HHC-CV recruits new members and advocates continuously, seeking to diversify its membership and include public and private organizations whose work impacts the Central Virginia homeless population.

The Continuum of Care lists the objectives articulated by the Homeless and Housing Coalition, to define the scope of services available for low-income persons, ranging from the homeless to those ready to enter into home purchase.

The HHC-CV has conducted a Point-in-Time (PIT) survey of homeless individuals each year since 1997, as well as an inventory of homeless beds. Service providers have come to expect to conduct the count each year and reporting rates have improved annually. The HHC-CV revised its policy for conducting the PIT and will now conduct the survey biennially. The next survey will be completed in January 2011.

In January of 2008, the Homeless and Housing Coalition organized a HUD-required Point-in-Time count, incorporating a survey of persons at emergency and transitional shelters, persons receiving hot meals at the Salvation Army and Lynchburg Daily Bread, persons in the field, and evidence of homeless campsites. This effort required six months of planning. Representatives from Miriam's House, City of Lynchburg staff, Salvation Army, Lyn-CAG, LNDF, and Rush Lifetime Homes represented organizations throughout the Continuum of Care.

After the Point-in-Time Count was completed, results were compared to the Housing Inventory Chart. Utilization rates were determined by consulting HMIS data and APRs. Adjustments were made for programs with low bed utilization. Stakeholders discussed the Point-in-Time data in relation to year-round trends and the Salvation Army's new Center of Hope.

The Lynchburg Hunger Project is in the earliest planning stages of identifying the food needs of homeless persons and determines if they are being met.

Lynchburg non-profit organizations, some of them funded by HUD grant money, offer several transitional several programs to assist Homeless individuals and families live independently in permanent housing.

**2. Identify actions taken to help homeless persons make the transition to permanent housing and independent living.**

The Continuum of Care narrative for 2009 addresses the actions taken to address the needs of homeless persons and the special needs of persons that are not homeless but require supportive housing. This narrative also includes the summary of accomplishments for the reporting period 2009 and to develop and implement a Continuum of Care strategy for the homeless, to help homeless persons make the transition to permanent housing and independent living.

Non-profit organizations in the City of Lynchburg focus on the general homeless population and special needs populations.

The Greater Lynchburg area has a Continuum of Care (CoC), managed by the Homeless and Housing Coalition. The CoC consists of forty-five organizations.

*General Homeless Population:*

The Salvation Army (a member of the Continuum of Care) has constructed the Center of Hope. Thirty-eight more beds, including family suites, have been added to the current capacity.

Miriam's House, a transitional housing program for women and children, rearranged its rooms to allow for acceptance of larger families.

Special Needs Populations: Disabled persons

Rush Lifetime Homes, Inc., one of the City's two CHDOs has a mission "to provide the opportunity for permanent, affordable homes to adults with low-incomes and significant mental and physical disabilities in Central Virginia." To that end, it has two programs for independent living: Home of Your Own Program and Supportive Housing Program (SHP). The SHP is for persons with disabilities who are homeless; a few included services are case management, money management, property maintenance assistance, health care needs assistance, and transportation. Rush Homes' recent activities are in Lynchburg and nearby Madison Heights, within Amherst County. In Madison Heights, Rush Homes has renovated one three-bedroom home and a quadplex to create five new units in "Mays Street Housing." Rush Homes receives HOME Program and SHP grant money, and is also funded through the Virginia Housing Development Authority (VHDA), Federal Home Loan Bank of Atlanta, private foundations and fundraising.

Cornerstone is a project that is owned and managed by LNDF. HOME Program funds, Shelter Plus Care grant funds, Federal Home Loan Bank of Atlanta's Affordable Housing Program, and McKinney-Vento assistance are part of this project. It is one of the first independent living arrangements for homeless persons, and receives applicants on a referral basis.

A Veterans Affairs Outpatient Clinic is able to meet the needs of homeless veterans in the area.

**3. Identify new Federal resources obtained from Homeless SuperNOFA.**

The Continuum of Care (CoC) is in a Hold Harmless Renewal status. New money is being channeled through McKinney-Vento Homeless Assistance.

## Specific Homeless Prevention Elements

**1. Identify actions taken to prevent homelessness.**

**Program Year 5 CAPER Specific Housing Prevention Elements response:**

Lyn-CAG operates the Housing Improvement Program and Substantial Rehabilitation Program, respectively funded by CDBG and HOME. The Housing Improvement Program is intended for minor repairs of houses to keep them livable; the substantial rehabilitation program assists structures which are greatly deteriorated or which have lead based paint issues.

When children are old enough to leave foster care, the Lynchburg Department of Social Services and other local CoC agencies observe the Virginia Department of Social Services mandate to move young people to permanent housing. Discharge planning includes assisting youth in securing employment and housing.

Centra Health social workers coordinate with CoC agencies to ensure safe and adequate placement of homeless, discharged patients. Mental health patients discharged through Community Services Boards and in conjunction with the State hospital system must have placement upon discharge; in rare cases, they are discharged into a McKinney-Vento funded Program.

The Virginia Department of Corrections mandates that juveniles only be discharged to authorized persons. Adults may only be discharged to a verifiable address. They are required to work with the Community Release Unit and the local probation officer for discharge. Local CoC agencies observe Commonwealth protocol.

**2. Identify actions taken to help homeless persons make the transition to permanent housing and independent living**

The ultimate objective of homeless assistance is to achieve the outcome of helping homeless families and individuals obtain permanent housing and self-sufficiency. In the next 12-months, the CoC will take steps to increase the percentage of homeless persons moving from transitional housing to permanent housing by: (1) developing a centralized referral system to all mainstream resources; and (2) by expanding aftercare and recovery services to all Transitional Housing programs.

In the long-term plan the CoC will work with local governments and other policy making entities to advocate for increases in assistance for rental subsidies and the availability of support services to increase the number of individuals who can successfully transition to permanent housing.

**Emergency Shelter Grants (ESG)**

**Program Year 5 CAPER ESG response:**

Not applicable to the City of Lynchburg.

1. **Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).**

2. **Assessment of Relationship of ESG Funds to Goals and Objectives**
   a. **Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.**
   b. **Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.**
3. **Matching Resources**
   a. **Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.**
4. **State Method of Distribution**
   a. **States must describe their method of distribution and how it rated and selected its local government agencies and private non-profit organizations acting as sub-recipients.**
5. **Activity and Beneficiary Data**
   a. **Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.**
   b. **Homeless Discharge Coordination**
      i. **As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low-income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.**
   c. **Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.**

**Community Development**

**Program Year 5 CAPER Community Development response:**

1. **Assessment of Relationship of CDBG Funds to Goals and Objectives**
   a. **Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.**
   b. **Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**
   c. **Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**

## COMMUNITY DEVELOPMENT

1. a, b, & c. ASSESSMENT OF CDBG FUNDS TO PRIORITIES, GOALS AND OBJECTIVES IDENTIFIED IN THE 2005-2010 CONSOLIDATED PLAN

The summary below depicts the City's progress in meeting its stated annual goals in relation to the five-year Consolidated Pan.

Housing Rehabilitation and Weatherization/Emergency Home Repairs

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Housing Rehabilitation | 25 | 25 | 25 | 25 | 25 | 50 | 49 | 34 | 63 | 48 |
| Weatherization/ Emergency Repair | 40 | 40 | 40 | 40 | 40 | 100 | 27 | 91 | 23 | 80 |

The City's goal in the Consolidated Plan is to make every housing unit safe, decent, and affordable. Assistance programs also extend to eligible rental activities.

Of the 48 units completed, there was $65,725 in CDBG and HOME funds expended for Housing Rehabilitation. These funds were expended by Lyn-CAG and Rebuilding Together Lynchburg. These rehabilitation efforts in our CDBG-targeted neighborhoods helped to increase the property values in these areas as well as improve the overall aesthetics of the neighborhoods.

In addition to the CDBG and HOME expended for housing rehabilitation, Lyn-CAG received from other financial sources a total of $122,461 and completed 80 housing units by assisting homeowners with weatherization and/or emergency repair projects. These funds were received from the Department of Energy Weatherization Assistance Program (WAP).

Rebuilding Together received funds in the amount of $111,257 from other non-profits, foundations, corporations and individuals that enabled them to assist other low and very low-income individuals within the CDBG targeted areas and the City of Lynchburg.

New Homeownership Assistance

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Homeownership | 15 | 15 | 15 | 15 | 15 | 15 | 23 | 5 | 5 | 10 |

The City's goal in the Consolidated Plan is to promote stable neighborhoods and increase a sense of community along with personal financial investment. To achieve this goal the City provides support to homebuyer programs through investment of HOME funds that assists low-income families in purchasing their first home.

A total of $103,573 in HOME funds was expended for homeownership projects this program year. These funds were expended by LNDF and Greater Lynchburg Habitat for Humanity. Additionally, there was $274,866 in private funding used for the construction of four (4) new housing units by Greater Lynchburg Habitat for Humanity.

Residential Rental Property Inspections Program

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Rental Inspections | 500 | 500 | 500 | 500 | 500 | 689 | 968 | 511* | 380* | 363* |

*During these reporting periods there was only one rental inspector assigned to conducting rental inspections, therefore, the number of inspections was reduced.

One of the City's goals in the Consolidated Plan is to continue to provide support for the Rental Inspection Program by reducing the number of rental properties that have code violations and are health, safety, and public welfare concerns. While there were no HUD funds specifically expended on the Residential Rental Inspection Program, the City utilized General Operating funds to continue the enforcement of Property Maintenance Code violations in the rental housing stock in the CDBG-targeted neighborhoods.

In addition, there were 3,654 Property Maintenance Code inspections completed during this reporting period. These inspections include pre-court inspections, court ordered inspections, initial inspections and follow-up inspections during this reporting period. This Code enforcement effort provides a reduction in blighted properties and makes rental properties safer, more decent, and affordable for low-to-moderate-income persons.

Lead Based Paint Initiatives

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Lead Remediation | 70 | 70 | 70 | 70 | 70 | 16 | 9 | 20 | * | * |

*In July 2007, the U.S. Department of Housing and Urban Development suspended the City's Lead-Based Hazard Control Grant. The stated five-year goals were a component of this grant. The City remains committed to reducing the incidence of lead poisoning and making older housing in Lynchburg lead-safe through affordable, cost-effective methods. Non-profit agencies receiving assistance from HUD are required to comply with federal regulations regarding housing built prior to 1978. In addition, the State and the Region 2000 Local Government Council allocated $81,053 to assist seven (7) households with Lead-Based Paint Hazard Control Grant funds in Program Year 2008.

Economic Development Efforts

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Enterprise Zone | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Façade Improvements | 5 | 5 | 5 | 5 | 5 | 0 | 5 | 1 | 2 | 0 |
| Downtown Redevelopment | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 5 | 0 | 1 |

The City has two Enterprise Zones: Enterprise Zone Number 2 - Downtown and Enterprise Zone Number 46 – Lynchpin. All of the downtown redevelopment and commercial and industrial development will increase the number of jobs and wages for low-to-moderate-income persons, decrease vacant and/or dilapidated non-revenue producing properties, increase business sales volume in the revitalized neighborhoods and increase small business loans in targeted neighborhoods.

There was one project completed at the Riverfront Park (Jefferson Street North) in the Downtown Redevelopment area during this reporting period. Local Capital Improvement Program (CIP) funds were expended in the amount of $2,825,000 for this project. The City continued its efforts to implement the Downtown Master Plan for the redevelopment of downtown. The City committed $1,000,000 of CIP funds to continue redevelopment projects that will support the Downtown Riverfront Master Plan that was completed in program year 2000. The City expended $3,485,600 for construction and design services to support six (6) Downtown and Riverfront projects. The projects were: D Street Bridge Replacement, which is a 100 year old concrete bridge that has deteriorated beyond repair; Rivermont Bridge renovations including bridge deck, expansion joints, lighting, and bridge rail; Lower Bluff Walk project that will create a pedestrian walking area, pocket parks and plazas between Jefferson and Commerce Streets and Ninth and Washington Streets; Jefferson Street South which will include parking and drainage improvements and elevated sidewalk and widened sidewalk between Tenth and Horseford Streets; Kanawba Canal Bridge

Improvements evaluation to stabilize the historic bridge and strengthen the existing structure; and Blackwater Trail Relocation and Parking Improvements which will relocate the Blackwater Trail system to the North side of Riverfront Park.

Demolition and Code Enforcement

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Demolitions | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 6 | 2 | 7 |
| Weed Ordinance-Property Clearance Notices | 125 | 125 | 125 | 125 | 125 | 376 | 383 | 411 | 529 | 437 |
| Abandoned Vehicles-Notices & Removal | 450 | 450 | 450 | 450 | 450 | 867 | 527 | 490 | 547* | 414** |

*Of this total, 165 abandoned vehicles were towed due to non-compliance after receiving notification of violation from the Neighborhood Services (Code Enforcement) office.

**Of this total, 119 abandoned vehicles were towed due to non-compliance after receiving notification of violation from the Neighborhood Services (Code Enforcement) office.

The City's goal is to continue to eliminate neighborhood deterioration, blight, and blighting influences through staged redevelopment of public infrastructure, rehabilitation activities, code enforcement, or clearance where needed.

The City expended $23,687 in local funds for the demolition of six (6) structures in the CDBG-targeted neighborhoods. The addresses and costs associated with these demolitions are listed below:

| | Property Address | Demolition Cost |
|---|---|---|
| 1. | 219 Wadsworth Street | $ 4,250 |
| 2. | 513 Dinwidde Street | 3,950 |
| 3. | 42 Hollins Mill Road | 4,000 |
| 4. | 1406 Taylor Street | 2,600 |
| 5. | 1917 Cleveland Avenue | 3,875 |
| 6. | 912 First Street | 5,012 |
| | | $23,687 |

The demolition and Code enforcement efforts reduced the number of derelict properties and further enhanced the living environment within the targeted neighborhoods.

Support of Neighborhood Associations

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Neighborhood Meetings | 5 | 5 | 5 | 5 | 5 | 5 | 7 | 5 | 7 | 3 |
| Infrastructure Improvements | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 5 | 4 | 1 |

The City's goals are to support neighborhoods by improving housing stock in the targeted neighborhoods and support the organized efforts of neighborhood associations that seek to leverage their resources to improve infrastructure, amenities, and services.

The Code Enforcement Task Force and other neighborhood groups met on three (3) occasions during the program year and conducted six (6) "walk-throughs" in CDBG targeted areas to review housing and Code-related issues. These "walk-throughs" occurred in the Tinbridge Hill, Diamond Hill, White Rock, Fairview Heights, and Euclid Avenue neighborhoods.

Phase I of the Fifth Street Infrastructure project was complete during this reporting period. The City expended a total of $1.6 million in Capital Improvement Project (CIP) funds (primarily water, sewer and utility funds) and $122,949 in CDBG funds. The Fifth Street Corridor is one of the major accesses to Downtown Lynchburg. It encompasses at least three of the seven "Hills" (College Hill, Garland Hill and Tinbridge Hill), all of which are within the CDBG-targeted census tracts.

Park and Recreation Improvements

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Park and/or Recreation Improvements | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 6 | 8 | 10 |

The City's goal is to support park and recreation improvements in relation to community need, particularly for low-to-moderate-income persons. To date, CDBG funds in the amount of $112,462 have been expended for the Diamond Hill Center renovations. During this reporting period, the City provided $483,731 in Capital Improvements Program (CIP) funds for: improvements at Diamond Hill Center, Miller Park, City Stadium Park; Riverside Park Train; Ivy Creek Park; Miller Center renovations; Riverside Park Sprayground and Playcore; renovations at Yoder Center; and athletic field improvements.

Because of the expenditure and allocation of these funds, there are recreational opportunities provided to the citizens of Lynchburg and, in particular, to the residents of the CDBG-targeted neighborhoods. These activities also provided neighborhood improvements and educational programs to the residents.

Preservation of Properties of Special Value for Historic, Architectural, or Aesthetic Reasons

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Preservation historic properties | 5 | 5 | 5 | 5 | 5 | 6 | 5 | 5 | 3 | 1 |

The City's goal is to support and encourage the preservation of properties of special value for historic, architectural, or aesthetic reasons. The repair of historic homes and non-residential historic structures increases property values and neighborhood improvements. The restoration of historic properties decreases the deterioration of the buildings and their values

During this program year, Lyn-CAG completed the rehabilitation of a historic home located at 1108 Polk Street.

Public Service Providers

| PROGRAM | FIVE-YEAR GOALS | | | | | ANNUAL ACTUAL ACCOMPLISHMENTS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2005 | 2006 | 2007 | 2008 | 2009 | 2005 | 2006 | 2007 | 2008 | 2009 |
| Housing for Homeless | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 2 |
| Education, Youth Activities, Senior Programs, Job Training | 5 | 5 | 5 | 5 | 5 | 10 | 11 | 11 | 11 | 6 |

The City's goal is to support public service providers in meeting the service needs for low-and moderate-income individuals and Special Needs Population. The City provided Program Year 2009 CDBG funds in the amount of $43,651 for two (2) community non-profit organizations to provide various public service activities to the low-to-moderate-income citizens within the City. Additionally, two (2) agencies (Miriam's House and The Gateway House, Inc.) received Program Year 2009 CDBG funds in the amount of $45,000 to provide services to the homeless. Both agencies expended all of the funds allocated to assist homeless individuals. The City expended approximately $55,765 on public service activities from previous and current program years during this reporting period.

**2. Changes in Program Objectives**

**a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.**

There were no changes in the City's program goals and objectives during the program year. Activities were consistent with the goals specified in the 2005-2010 Consolidated Plan.

**3. Assessment of Efforts in Carrying Out Planned Actions**

**a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**

The City pursued all resources available to the grantee. During this reporting period, the City of Lynchburg used two HUD programs, the CDBG and HOME programs. Funds received from a variety of federal, state and local sources significantly leveraged Consolidated Plan grants. The CAPER section on leveraging provides an overview of the additional funds and in-kind contributions received by the City during the program year.

**b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**

The City of Lynchburg provided Certifications of Consistency with the Consolidated Plan to all agencies that met the test of consistency. Community Development staff reviews each project application and certify that the proposed activity is consistent with the City's Consolidated Plan. Certification requests are reviewed to determine that the project location is within the City's jurisdiction; that the project's scope of services is consistent with the City's Consolidated Plan priorities; and that the project's services are received primarily by City residents.

During the Program Year 2009, the City processed certifications in such areas as public housing, domestic violence emergency shelters, competitive homeless grant programs, and transitional housing providers.

**c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**

The City did not knowingly hinder Consolidated Plan implementation by action or willful inaction, and affirmatively pursued the goals, priorities and strategies outlined in the Consolidated Plan. The City adhered to all requirements and certifications contained within the grant agreement executed with HUD for the CDBG and HOME programs.

**4. For Funds Not Used for National Objectives**

**a. Indicate how use of CDBG funds did not meet national objectives.**

**b. Indicate how did not comply with overall benefit certification.**

CDBG and all federal funds were used only in connection with the three National Objectives set forth in the regulations governing the CDBG grant, and the City fully complied with the requirement to expend at least 70% of federal funds received to benefit low-to-moderate-income persons over a three-year period. The City, as in years past, exceeded this requirement during this program year as detailed in the PR 26 (Financial Summary) report. The City fully complied with the overall benefit certification during the reporting period.

**5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**

**a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.**

**b. Describe steps taken to identify households, businesses, farms or non-profit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.**

**c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or non-profit organizations.**

The City has adopted and follows an Anti-Displacement and Relocation Policy as part of the Citizen Participation Plan. It is the policy of the City of Lynchburg to minimize the displacement of families and individuals from their homes and neighborhoods as a result of activities assisted with funds provided under the HOME and CDBG programs.

During this reporting period, relocation assistance was provided to any household who temporarily needed to vacate their home during rehabilitation. No permanent displacements occurred during the reporting period.

6. **Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**
   a. **Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.**
   b. **List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.**
   c. **If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.**

There were no economic development projects funded in this program period.

To ensure consideration will be given to low-mod persons, a statement is included in the contractual agreement for any agency or business using federal funds in their project. Monitoring is done to ensure compliance with this obligation.

7. **Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low- and moderate-income benefit**
   a. **Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.**

The City engaged in seven (7) activities that benefited a limited clientele where at least 51% of whom are low-and moderate-income. Of these activities, many serve clientele that fall within the presumed low- and moderate-income categories that HUD defines as battered spouses, elderly persons, severely disabled, homeless, and/or illiterate.

8. **Program income received**
   a. **Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.**

   CDBG Business Development Revolving Loan Fund - $11,569

   b. **Detail the amount repaid on each float-funded activity.**

   N/A

   c. **Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**

   d. **Detail the amount of income received from the sale of property by parcel.**

   Lynchburg Redevelopment and Housing Authority disposed of the following property:

| | | |
|---|---|---|
| 921 Taylor Street | $5.00 | conveyed to Rebuilding Community, LLC |
| 206 Norwood Street | $2,500 | conveyed to Rebuilding Community, LLC |
| 513 Dinwiddie Street | $0.00 | conveyed to Charles W. West |
| 1207 Eight Street | $0.00 | conveyed to Chester Jones |
| 103 Jackson Street | $0.00 | conveyed to Lynchburg Neighborhood Development Foundation |

9. **Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:**
   a. **The activity name and number as shown in IDIS;**
      **N/A**

   b. **The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;**

      The disallowed funds were from Program Year 2006**.**

   c. **The amount returned to line-of-credit or program account; and**
   d. **Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.**

10. **Loans and other receivables**
   a. **List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.** N/A
   b. **List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.**

      One (1) loan with outstanding principal of $2,480,000 (Bluffwalk).

   c. **List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.** N/A
   d. **Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.** N/A

   e. **Provide a List of the parcels of property owned by the grantee or its sub-recipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.**

      The Real Property Inventory is included as Appendix H in the CAPER report.

**Lump sum agreements**
   f. **Provide the name of the financial institution.**
   g. **Provide the date the funds were deposited.**
   h. **Provide the date the use of funds commenced.**
   i. **Provide the percentage of funds disbursed within 180 days of deposit in the institution.**

      N/A

**Return of Funds:**

The City of Lynchburg returned $63,266.00 for an expenditure originally made to Lynchburg Redevelopment and Housing Authority (LRHA) for acquisition of property. The acquisition of the property did not proceed as planned. LRHA returned the funds to the City. The City returned the funds to HUD. The funds are being reprogrammed in Program Year 2010.

**11. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year**

**a. Identify the type of program and number of projects/units completed for each program.**

**b. Provide the total CDBG funds involved in the program.**

**c. Detail other public and private funds involved in the project.**

This information is included in Section 1 of this CAPER.

**12. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.**

The City does not have an approved Neighborhood Revitalization Strategy.

### Antipoverty Strategy

**1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.**

**Program Year 5 CAPER Anti-poverty Strategy response:**

The City seeks to reduce the number of households with incomes below the poverty line this year by continuing with the long-term solutions such as education (including adult education and job skill training), economic development, and coordinated supportive services. These areas are traditionally within the local government's sphere of influence, and the Lynchburg City Council has placed significant emphasis and funding in these areas.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

**Program Year 5 CAPER Non-homeless Special Needs response:**

**1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).**

The facilities currently available for persons with supportive housing needs are limited to those offered by the ARC of Central Virginia, Central Virginia Community

Services, Central Virginia Training Center, Rush Lifetime Homes, L'ARCHE Blue Ridge Mountains, Heart Haven, DePaul Family Services, Presbyterian Homes, Lynchburg Covenant Fellowship (LCF), and selected housing facilities with units restricted for use by elderly or persons who are disabled. There are other for-profit companies that provide group homes, support services, and foster care for adults with mental retardation. Some of these include Laury Homes Residential Services, Lamano Agency, and Creative Family Solutions.

LCF also manages 52 other units for low-income and elderly households, and 14 transitional units for battered women. LCF has helped Central Virginia Community Services develop 60 units for persons who have developmental disabilities in Lynchburg. Rush Lifetime Homes (RLH) currently owns twelve homes that provide permanent housing for adults with significant mental and physical disabilities that prevent them from owning and maintaining their own home.

There are currently twelve group homes in Lynchburg serving the elderly and frail elderly of the City and surrounding areas. These homes provide services ranging from minimal assisted living to full 24-hour medical care in a nursing home setting. The combined capacity of these homes is approximately 1,000 persons. There is supervised adult daycare available from the Adult Care Center of Central Virginia.

## Specific HOPWA Objectives

**Program Year 5 CAPER Specific HOPWA Objectives response:**

The City of Lynchburg does not receive HOPWA funds.

1. **Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives**
   **Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:**
   a. **That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;**
   b. **That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;**
   c. **That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;**
   d. **That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;**
   e. **That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,**
   f. **That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.**

2. **This should be accomplished by providing an executive summary (1-5 pages) that includes:**
   a. **Grantee Narrative**
      i. **Grantee and Community Overview**
         **(1)A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services**
         **(2)How grant management oversight of project sponsor activities is conducted and how project sponsors are selected**
         **(3)A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS**
         **(4)A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body**
         **(5)What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations**
         **(6)Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.**

      ii. **Project Accomplishment Overview**
         **(1)A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences**
         **(2)The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds**
         **(3)A brief description of any unique supportive service or other service delivery models or efforts**
         **(4)Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.**

      iii. **Barriers or Trends Overview**
         **(1)Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement**
         **(2)Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and**
         **(3)Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years**

b. **Accomplishment Data**
   i. **Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).**
   ii. **Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).**

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 5 CAPER Other Narrative response:

INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS) REPORTS

The Integrated Disbursement Information System (IDIS) is sponsored by the Office of Community Planning and Development (CPD) within the U. S. Department of Housing and Urban Development (HUD). The reporting system allows grantees who receive formula grant programs, Community Development Block Grant (CDBG) and HOME Program, to provide HUD with performance results related to their Consolidated Plan and Annual Action Plans. The required IDIS Reports will be submitted along with the CAPER narrative to HUD in the final document.

A draft copy of the IDIS reports and appendices are available in the Department of Community Development for review.

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 28, 2010** AGENDA ITEM NO.: 19

CONSENT: REGULAR: **X** WORK SESSION: **X** CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **FY 2010 Carry Forward**

RECOMMENDATION:
Hold a public hearing and adopt a resolution amending the FY 2011 Operating Budget and appropriating funds to reflect the carry forward of unexpended funds in FY 2010.

SUMMARY:
The following funds are amended to reflect the carry forward of unexpended funds in FY 2010:

| | Adopted FY 2011 | Recommended Carry Forward | Amended FY 2011 |
|---|---|---|---|
| **General Fund** | | | |
| Operations | $101,152,243 | $336,299 | $101,488,542 |
| Transfers To/From Other Funds | 1,240,667 | 223,945 | 1,464,612 |
| Debt Service | 16,022,498 | | 16,022,498 |
| Schools-Operations | 31,942,103 | | 31,942,103 |
| Greater Lynchburg Transit Co. | 1,128,884 | | 1,128,884 |
| Reserve for Contingencies | 1,200,000 | | 1,200,000 |
| Juvenile Detention Workers Comp Reserve | 20,000 | | 20,000 |
| Debt Service Reserve | 1,071,781 | | 1,071,781 |
| Health Insurance Reserve | 0 | 475,000 | 475,000 |
| Group Home Facility Reserve | 0 | 275,000 | 275,000 |
| Police Compensation Reserve | 0 | 191,795 | 191,795 |
| Reserve for Future Landfill Post-closure Costs | 0 | 604,284 | 604,284 |
| Other Post Employment Benefits | 250,000 | | 250,000 |
| Capital Improvements | 8,300,614 | 1,090,524 | 9,391,138 |
| Ending Balance | 15,564,993 | | 15,564,993 |
| **Total** | **$177,893,783** | **$3,196,847** | **$181,090,630** |
| | | | |
| **City/Federal/State Aid Fund** | | | |
| Operations | $2,329,491 | $185,632 | $2,515,123 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$2,329,491** | **$185,632** | **$2,515,123** |
| | | | |
| **Community Development Block Grant Fund** | | | |
| Operations | $1,039,775 | $1,167 | $1,040,942 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$1,039,775** | **$1,167** | **$1,040,942** |
| | | | |
| **Asset Forfeiture Fund** | | | |
| Operations | $119,634 | $223,478 | $343,112 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$119,634** | **$223,478** | **$343,112** |

| | Adopted FY 2011 | Recommended Carry Forward | Amended FY 2011 |
|---|---|---|---|
| **LEAF Special Revenue Fund** | | | |
| Operations | $0 | $131,784 | $131,784 |
| Ending Balance | (21,363) | 21,363 | 0 |
| **Total** | **($21,363)** | **$153,147** | **$131,784** |
| **Technology Fund** | | | |
| Operations | $489,600 | $366,221 | $855,821 |
| Capital Outlay | 401,000 | 135,276 | 536,276 |
| Ending Balance | 1,416,741 | | 1,416,741 |
| **Total** | **$2,307,341** | **$501,497** | **$2,808,838** |
| **City Capital Projects Fund** | | | |
| Operations | $9,593,736 | $317,546 | $9,911,282 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$9,593,736** | **$317,546** | **$9,911,282** |
| **Fleet Services Fund** | | | |
| Operations | $5,425,708 | $156,000 | $5,581,708 |
| Debt Service | 404,178 | | 404,178 |
| Reserves | 133,000 | | 133,000 |
| Ending Balance | 152,388 | | 152,388 |
| **Total** | **$6,115,274** | **$156,000** | **$6,271,274** |
| **Sewer Operating Fund** | | | |
| Operations | $9,551,431 | $130,000 | $9,681,431 |
| Debt Service | 7,550,690 | | 7,550,690 |
| Capital Outlay | 185,000 | | 185,000 |
| Transfer to Sewer Capital Fund | 2,500,000 | | 2,500,000 |
| Ending Balance | 9,149,143 | | 9,149,143 |
| **Total** | **$28,936,264** | **$130,000** | **$29,066,264** |
| **Water Operating Fund** | | | |
| Operations | $8,571,267 | $2,675 | $8,573,942 |
| Debt Service | 3,662,585 | | 3,662,585 |
| Capital Outlay | 46,000 | | 46,000 |
| Transfer to Water Capital Fund | 700,000 | | 700,000 |
| Ending Balance | 4,770,381 | | 4,770,381 |
| **Total** | **$17,750,233** | **$2,675** | **$17,752,908** |
| **School Operating Fund** | | | |
| Operations | $77,731,173 | | $77,731,173 |
| Grant Funded Expenditures | 7,813,258 | 3,971,083 | 11,784,341 |
| Ending Balance | 0 | | 0 |
| **Total** | **$85,544,431** | **$3,971,083** | **$89,515,514** |

Details of these adjustments can be found on Attachment A.

Finally, Council policy requires a minimum Undesignated General Fund Balance of 10% of General Fund revenues. Fund Balance is projected to be approximately $30.1 million, or 19.2%, of General Fund revenues as of June 30, 2010.

PRIOR ACTION(S): N/A

BUDGET IMPACT:
As noted above

CONTACT(S):
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):
Resolution
Attachment A: FY 2010 Carry Forward Requests to Amend FY 2011 Budget – Summary and Detail

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED That the FY 2011 Budget is amended and funds are appropriated to reflect the carry forward of FY 2010 appropriations that were unexpended as of June 30, 2010, in the General, City/Federal/State Aid, Community Development Block Grant, Asset Forfeiture, LEAF Special Revenue, Technology, City Capital Projects, Fleet, Sewer, Water, and School Operating Funds as follows:

| | Adopted FY 2011 | Recommended Carry Forward | Amended FY 2011 |
|---|---|---|---|
| **General Fund** | | | |
| Operations | $101,152,243 | $336,299 | $101,488,542 |
| Transfers To/From Other Funds | 1,240,667 | 223,945 | 1,464,612 |
| Debt Service | 16,022,498 | | 16,022,498 |
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| Capital Improvements | 8,300,614 | 1,090,524 | 9,391,138 |
| Ending Balance | 15,564,993 | | 15,564,993 |
| **Total** | **$177,893,783** | **$3,196,847** | **$181,090,630** |
| **City/Federal/State Aid Fund** | | | |
| Operations | $2,329,491 | $185,632 | $2,515,123 |
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| **Community Development Block Grant Fund** | | | |
| Operations | $1,039,775 | $1,167 | $1,040,942 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$1,039,775** | **$1,167** | **$1,040,942** |
| **Asset Forfeiture Fund** | | | |
| Operations | $119,634 | $223,478 | $343,112 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$119,634** | **$223,478** | **$343,112** |
| **LEAF Special Revenue Fund** | | | |
| Operations | $0 | $131,784 | $131,784 |
| Ending Balance | (21,363) | 21,363 | 0 |
| **Total** | **($21,363)** | **$153,147** | **$131,784** |
| **Technology Fund** | | | |
| Operations | $489,600 | $366,221 | $855,821 |
| Capital Outlay | 401,000 | 135,276 | 536,276 |
| Ending Balance | 1,416,741 | | 1,416,741 |
| **Total** | **$2,307,341** | **$501,497** | **$2,808,838** |

| | Adopted FY 2011 | Recommended Carry Forward | Amended FY 2011 |
|---|---|---|---|
| **City Capital Projects Fund** | | | |
| Operations | $9,593,736 | $317,546 | $9,911,282 |
| Ending Balance | 0 | 0 | 0 |
| **Total** | **$9,593,736** | **$317,546** | **$9,911,282** |
| | | | |
| **Fleet Services Fund** | | | |
| Operations | $5,425,708 | $156,000 | $5,581,708 |
| Debt Service | 404,178 | | 404,178 |
| Reserves | 133,000 | | 133,000 |
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| **Total** | **$6,115,274** | **$156,000** | **$6,271,274** |
| | | | |
| **Sewer Operating Fund** | | | |
| Operations | $9,551,431 | $130,000 | $9,681,431 |
| Debt Service | 7,550,690 | | 7,550,690 |
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| Ending Balance | 9,149,143 | | 9,149,143 |
| **Total** | **$28,936,264** | **$130,000** | **$29,066,264** |
| | | | |
| **Water Operating Fund** | | | |
| Operations | $8,571,267 | $2,675 | $8,573,942 |
| Debt Service | 3,662,585 | | 3,662,585 |
| Capital Outlay | 46,000 | | 46,000 |
| Transfer to Water Capital Fund | 700,000 | | 700,000 |
| Ending Balance | 4,770,381 | | 4,770,381 |
| **Total** | **$17,750,233** | **$2,675** | **$17,752,908** |
| | | | |
| **School Operating Fund** | | | |
| Operations | $77,731,173 | | $77,731,173 |
| Grant Funded Expenditures | 7,813,258 | 3,971,083 | 11,784,341 |
| Ending Balance | 0 | | 0 |
| **Total** | **$85,544,431** | **$3,971,083** | **$89,515,514** |

And, BE IT RESOLVED that the funds shall be used as identified in Attachment A.

Introduced:                Adopted:

Certified: ______________________________
Interim Clerk of Council

125L

# FY 2010 CARRY FORWARD DETAIL

## GENERAL FUND

| DEPARTMENT/DIVISION | AMOUNT | PURPOSE |
|---|---|---|
| Public Works | $17,639 | Carry forward $10,579 in unspent Adopt-A-Bed appropriations, as well as appropriate $7,060 additional revenues to be spent. |
| Public Works | $38,000 | Carry forward unspent appropriations for a pedestrian signal system in front of City Hall. |
| Registrar | $35,000 | Carry forward unspent appropriations for replacement or modification of voting systems due to State moratorium on purchase of DRE systems. |
| Circuit Court Judge | $7,420 | Carry forward unspent appropriations to purchase televisions/dvd players for renovated courtrooms. Renovations were not complete in FY 2010. |
| Parks and Recreation | $3,800 | Carry forward unspent appropriations for training needed due to reorganization. |
| Parks and Recreation | $3,500 | Carry forward unspent appropriations for water treatment chemicals for the new spray park at Riverside Park. |
| Communications and Marketing | $2,000 | Carry forward unspent appropriations for a laptop to provide video editing. |
| Communications and Marketing | $12,000 | Carry forward unspent appropriations for improvements to the sound system in Council Chambers. |
| City Manager | $5,000 | Carry forward unspent appropriations for costs associated with new City Council Members. |
| City Manager | $8,466 | Carry forward unspent appropriations to continue the Community Dialogue Program. |
| Fire | $69,973 | Carry forward unspent appropriations to fund a recruit school for the fall of 2010. |
| Police | $191,795 | Carry forward unspent appropriations as a reserve for Police compensation adjustments. |

# FY 2010 CARRY FORWARD DETAIL

| DEPARTMENT/DIVISION | AMOUNT | PURPOSE |
|---|---|---|
| Human Resources | $9,800 | Carry forward unspent appropriations to deliver workforce training through a new Workforce Development System. |
| Human Resources | $1,750 | Carry forward unspent appropriations for one employee to attend New World Systems training in FY 2011. |
| Human Resources | $6,500 | Carry forward unspent appropriations to purchase a Learning Management System to provide technical support for Workforce Development System. |
| Human Resources - Non-Departmental | $20,000 | Carry forward unspent appropriations to provide additional tuition reimbursement for employees. |
| Human Resources - Non-Departmental | $3,470 | Carry forward unspent appropriations from vending machine proceeds for employee recognition events. |
| Human Resources - Health Insurance Reserve | $475,000 | Carry forward surplus from health claims liability account to health insurance reserve account. |

| | | |
|---|---|---|
| Assessor | $3,000 | Carry forward unspent appropriations for training to maintain licenses of appraisers. |

| | | |
|---|---|---|
| Juvenile Services | $21,342 | Carry forward unspent appropriations to provide support services for Family Group Decision Making. |
| Juvenile Services | $275,000 | Designate unspent Detention Per Diem funds for future Group Home Facility. |

| | | |
|---|---|---|
| Community Development | $25,371 | Carry forward unspent appropriations to continued demolition efforts. |
| Community Development | $5,000 | Carry forward unspent appropriations to purchase updated building code books for inspectors. |
| Community Development | $37,268 | Carry forward unspent appropriations to fund 3 months of a Director's salary to allow the department to begin the hiring process. |

| | | |
|---|---|---|
| Reserve for Future Landfill Expenses | $604,284 | Set up a reserve for Future Landfill post-closure costs from true up of FY 2010 landfill expenses. |

# FY 2010 CARRY FORWARD DETAIL

| DEPARTMENT/DIVISION | AMOUNT | PURPOSE |
|---|---|---|
| Transfer to Technology Fund | $208,469 | Carry forward to the Technology Fund per June 2000 Council approved Information Technology Policy. |
| Transfer from Fire Department Operating budget to City Capital Projects Fund | $428,190 | Transfer from General Fund to City Capital Projects Fund for renovations to Fire Station #6 at Miller Park. |
| Transfer to City Capital Projects Fund | $662,334 | Transfer remaining balance of Reserve for Contingencies, including offset State cuts and City Manager's discretionary fund to City Capital Projects fund for Street Overlay, Kemper Street Bridge and Main Street Retaining Wall maintenance (split evenly among 3 projects). |
| Transfer from Emergency Communications Operating budget to City Federal State Aid Fund | $15,476 | Transfer unspent appropriations to the City Federal State Aid Fund for expenditures that were ineligible for grant reimbursement. |
| **GENERAL FUND TOTAL** | **$3,196,847** | |

**CITY/FEDERAL/STATE AID FUND**

| | | |
|---|---|---|
| Commonwealth Attorney | $162,848 | Transfer unspent local match for Gun Violence grants back to the General Fund. |
| Fire | $9,584 | Transfer unspent local match for Rescue Squad Assistance and Emergency Medical Services grants back to the General Fund. |
| Fire | $3,739 | Appropriate additional state revenue received for the EMS Four for Life grant. |
| Police | $10,515 | Transfer unspent local funds back to General Fund. |
| Police | $5,491 | Appropriate interest earned on Police Dept. grant. |

## FY 2010 CARRY FORWARD DETAIL

| | | |
|---|---|---|
| Public Works | ($46,000) | Reduce in-kind match for Department of Environmental Quality grant from $58,000 to $12,000. |

# FY 2010 CARRY FORWARD DETAIL

| DEPARTMENT/DIVISION | AMOUNT | PURPOSE |
|---|---|---|
| Library | $4,983 | Appropriate additional state revenue received from the Library of Virginia. |
| Region 2000 | $34,472 | Appropriate additional federal revenue received for the Workforce Investment Act grant. |
| **CITY/FEDERAL/STATE AID FUND TOTAL** | **$185,632** | |
| **COMMUNITY DEVELOPMENT BLOCK GRANT FUND** | **$1,167** | Refund received from Rebuilding Together. |
| **ASSET FORFEITURE FUND** | **$223,478** | Appropriate revenue received for Commonwealth Attorney's Office ($3,632), and Police Department ($219,846) expenditures. |
| **LYNCHBURG EXPRESSWAY APPEARANCE FUND (LEAF)** | **$153,147** | Appropriate additional revenues, as well as carry forward unspent appropriations. |

**TECHNOLOGY FUND**

| | | |
|---|---|---|
| Information Technology | $10,000 | Engineering consulting for network infrastructure upgrade. |
| | $30,000 | Replacement of training center computers. |
| | $25,000 | Training and materials for Windows 7. |
| | $70,276 | Engineering services for design and replacement recommendations for data center generators. |
| | $4,512 | Funding for mobile computing equipment for inspections. |
| | $30,000 | Sharepoint application conversion and training. |
| | $23,000 | Equipment, software and setup of Data Warehouse System. |
| | $100,240 | Document management for map room and other departments not yet identified. |

## FY 2010 CARRY FORWARD DETAIL

| | | |
|---|---|---|
| | $208,469 | Carry forward from the General Fund per June 2000 Council approved Information Technology Policy. |

## FY 2010 CARRY FORWARD DETAIL

| | | |
|---|---|---|
| **TECHNOLOGY FUND TOTAL** | **$501,497** | |

### CITY CAPITAL PROJECTS FUND

| DEPARTMENT/DIVISION | AMOUNT | PURPOSE |
|---|---|---|
| Transfer from Fire Department Operating budget to City Capital Projects Fund | $428,190 | Transfer from General Fund to City Capital Projects Fund for renovations to Fire Station #6. |
| Public Works - Engineering | ($392,978) | Rescind Fifth Street CDBG appropriations. $100,000 will be funded out of CDBG fund,$157,000 will be transferred from Public Transportation Improvements (GLTC), and $135,000 from Downtown Riverfront Development. |
| Public Works - Engineering | ($380,000) | Rescind bond appropriations from Greenview Drive Phase I.  Project came in under budget and bond funding will be used for Greenview Drive Phase II. |
| Transfer from General Fund | $662,334 | Transfer remaining balance of Reserve for Contingencies, including offset State cuts and City Manager's discretionary fund to City Capital Projects fund for Street Overlay, Kemper Street Bridge and Main Street Retaining Wall maintenance (split evenly among 3 projects). |
| **CITY CAPITAL PROJECTS FUND TOTAL** | **$317,546** | |

### FLEET SERVICES FUND

| | | |
|---|---|---|
| Fleet | $100,000 | Carry forward to fully-fund FY 2011 vehicle replacements. |
| | $23,000 | Parts inventory needed due to bad winter. |
| | $15,000 | Lift needed for heavy vehicles.  The current lift cannot safely lift heavy vehicles. |
| | $11,000 | Additional funding needed for small engine repair based on increased work load. |
| | $7,000 | To cover anticipated utility expenses. |

## FY 2010 CARRY FORWARD DETAIL

| | | |
|---|---|---|
| **FLEET SERVICES FUND TOTAL** | **$156,000** | |
| **DEPARTMENT/DIVISION** | **AMOUNT** | **PURPOSE** |
| **SEWER OPERATING FUND** | **$130,000** | Implement consultant recommendations for solids program. |
| | | |
| **WATER OPERATING FUND** | **$2,675** | Remaining balance for Utility Billing software upgrades. |
| | | |
| **SCHOOLS OPERATING FUND** | **$3,971,083** | Unexpended Stimulus and Grant funds for Education programs. |

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | |
|---|---|---|
| MEETING DATE: **September 28, 2010** | | AGENDA ITEM NO: 20 |
| CONSENT: | REGULAR: **X** | CLOSED SESSION: (Confidential) |
| ACTION: **X** | INFORMATION: | |

ITEM TITLE: **U0164 – Jefferson Street Water Main, Phase III, City Project #09004-W, Change Order**

RECOMMENDATION: Approve exceeding the current contract value of $180,378 to new total cost of $327,798. Approve the allocation of $147,420 from the FY11 Capital Budget for Change Order #2, costs related to increasing the size of the casing pipe from 24” to 36”.

SUMMARY: Original design for the project called for a 24” casing pipe. During construction of the boring pit, a large amount of debris was uncovered which would be a problem if encountered in the horizontal bore. Based on recommendations from the boring contractor and the engineer, a 36” casing pipe would allow for hand excavation of obstacles, allowing the bore to continue.

PRIOR ACTION(S): Previous allocations of funding for design, railroad permitting, and construction have previously been submitted. Original construction bid was $158,638. Reviewed by the Physical Development Committee– 9/14/10

FISCAL IMPACT: The total allocation of $147,420 is available from the FY 2011 Water Distribution System Improvements Fund.

CONTACT(S): Scott Parkins, Utilities Engineer, 455-4248
Ricky Lipscomb, Construction Coordinator, 455-4448

ATTACHMENT(S): Project Summary

REVIEWED BY: lkp

124L

**Jefferson Street Water Line – Washington Street Crossing**
**City Project #09004-W**

## Background

- Jan 2008 – Water line breaks under CSX tracks at Washington St. One of two lines serving Concord Turnpike industries and businesses
- Summer 2008 – City concludes that line cannot be repaired in current location.
- Spring 2009 – Design finalized, sent to CSX and NS for permit agreement.
- Sept 2009 – Bid opening, Milo & Otis rejected as low bidder (unqualified).
- Dec 2009 – City contracted with Virginia Carolina Paving (VCP).
- May 2010 – Work begun following CSX approval of means and methods.
- May 2010 – Work stopped due to large debris found during bore pit excavation.
- June 2010 – Project redesigned by Wiley Wilson for 36" casing pipe to allow construction to continue. Revised design sent to CSX and NS for reapproval.
- August 2010 – Supplemental agreements signed by CSX and NS. Awaiting means and methods approval by CSX. Project is near to restarting.

## Design Impacts

The project was originally designed as a 24" casing pipe and a 12" carrier pipe to be bored under 4 railroad tracks. Due to the debris found while in the preliminary stages, the work was put on hold due to likelihood of the debris creating an impossible path. The debris is mostly from material used to fill in the old canal.

The project was redesigned with a 36" casing pipe which allows the boring contractor access into the pipe to hand excavate and remove debris that is likely to be encountered under Concord Turnpike and under the tracks.

## Cost Impacts

| | |
|---|---|
| Original bid items: | Installation of 24" (3.14 sf) casing pipe, $310/lf. |
| Change order bid items: | Installation of 36" (7.06 sf) casing pipe, bore, $860/lf.<br>Installation of 36" casing pipe, hand excavation, $1525/lf. |

Current contract price: $180,378
Net increase in contract due to change order: $147,420 (at 80' bore, 80' hand excavation)

## Cost and Schedule Impacts of Rebidding Project

- City has paid current contractor $31,000 for materials costs.
- James River Interceptor project rapidly approaching Garnet Street, which will impact the remaining feed to Concord Turnpike.
- Work should be completed prior to winter closure of the asphalt plants.
- Bid prices for utility line work have not significantly changed since September 2009 when this project was originally bid. Not likely to see significant cost savings, especially with the unknown materials likely to be encountered under the railroad tracks.